



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON
EDUCATION SERVICE

THE ALPHA BETA

The news and information bulletin
from the A&B Education Service



NOVEMBER 2021

Director's Letter

Dear Colleagues,

I hope this finds you and all in your schools and families safe and well. I have been reflecting, as no doubt have you, on Remembrance Sunday. Like you, I knew that Armistice Day was first celebrated on 11th November, 1919 throughout what was then known as the British Commonwealth. But I had no idea until very recently that 1918 marked not only the end of World War I, but the end of at least three other wars that had been raging simultaneously: The Southern China Revolt, The Second Sino-Tibetan War and the Finnish Civil War. Yet the world had scarcely drawn breath at the end of the "War to end all wars" before three new wars emerged in 1919; The Third Anglo-Afghan war, The Hungarian-

Romanian war and the Spartacist Rising in Germany - wars few of us had any idea existed. In 1920, there were ten wars raging concurrently, some of which started well before World War I and others which ended well after!

The hopeful phrase "War to End All Wars" quickly proved to be a short-lived misnomer. In fact, the United Kingdom has been involved in forty-four recognized wars and conflicts since the end of the first World War. And in the past two hundred years, not one single day has passed without some kind of war on earth. Some have cost the lives of a handful of people; others have taken the

lives of tens of millions. Overall, it appears the very nature of mankind is to wage war, whether it be political, tribal, religious, territorial, civil, regional, global or, as now, cyber warfare.

And yet, although hostilities have raged, are raging, and will continue to rage, we are blessed. Remembrance Day reminds us not only what it means to be free, but also what it means to have had someone else pay the price for our freedom. How undeserving we would be if we omitted to commemorate their sacrifice, and how fitting that we do so within the month of the Holy Souls.

On the eve of Britain officially entering the First World War, Britain's then Foreign Secretary, Edward Grey, uttered these words: "*The lamps are going out all over Europe, we shall not see them lit again in our lifetime.*" At Remembrance services all around the globe, the words of the Kohima Epitaph (carved on the Memorial of the 2nd British Division in Kohima cemetery in north-east India) are read:

*When you go home
Tell them of us and say,
For your tomorrow
We gave our today.*

Acts of selfless generosity such as these show us that the lamps do not go out. This is God's promise to us – however much we may try, we

cannot extinguish what is good in humanity and God's creation. St John assures us that "the light shines in the darkness and the darkness cannot overcome it". (John 1:5) So, as we remember the lamps going out over Europe at the start of the First World War and we commemorate the sacrifice of all those affected in the conflicts since, we can take comfort in the firm belief that these same lamps will always be relit by those prepared to give themselves for others.

None of us would wish for any children and young people in diocesan schools to be asked to make such sacrifice. In fact, quite the opposite – we want them to have life to the full. Their *joie de vivre* – demonstrated on a daily basis – is infectious and enough to re-light all our lamps! We are, all of us, enriched and renewed simply by being in their presence. In what can at times feel like dark days, lamps are relit by the children and young people in schools and academies across the diocese and each of us, through them, is better able to shine in the darkness. How blessed we are.

Warmest wishes, as ever, to you all,



Marie Ryan



ACADEMIES PROFORMA

Thank you to those schools who have already returned their completed academies proforma updating the diocese on current thinking. The Bishop has asked all maintained schools to undertake their due diligence and return their completed form to Marie by **Friday 17th December 2021**.

If schools have any questions or need any support with this, please contact Marie:

E: marie.ryan@abdiocese.org.uk

T: 01293 511130



ACTION REQUESTED

Please give us your comments/suggestions on Education Service Communications

The Diocesan Education Service (DES) works hard to communicate effectively with schools through, for example, the Diocesan [website](#), the Director's Letters, *The Alpha Beta* bulletin (for headteachers, other staff and governors), the *ABlaze* newsletter (for primary and secondary RE Subject Leaders and Heads of Department), and various emails and flyers.

We are always keen to further improve communications and 'widen our reach' to schools and their communities. For this reason, we would really appreciate any comments or suggestions from schools as to further enhance DES communications.

Please email these in the first instance to Simon Parr:

E: simon.parr@abdiocese.org.uk.

Thank You.

ADMISSIONS TUTORIAL FOR SCHOOLS 2023-24



The Education Service has again produced an online Admissions Tutorial for Schools to guide them through the process of setting their admission arrangements for 2023-24.

The latest Tutorial is available on the diocesan website [here >>>](#)

The Tutorial also clarifies what schools need to include on their websites concerning In-year admissions, as required by the DfE's Admissions Code (published in Summer 2021).

ADMISSION ARRANGEMENTS – REMINDER OF STATUTORY DEADLINES

The Admissions Tutorial referenced above also highlights the important statutory deadlines for governors within the admissions process. Just for reference, these are as follows:

- If the school is materially changing its admission arrangements, it must consult and has to do this **for a minimum six-week period between 1 October 2021 and 31 January 2022.**
- All schools must formally determine (and record in the minutes) their 2023-24 admission arrangements by **latest 28 February 2022.**
- All schools must email copies of the determined policy and SIF to their LA and to Simon Parr at the Diocese and post copies on the school's website by **latest 15 March 2022.**

ADMISSIONS – GENDER TICK BOXES ON THE SIF

Something that was omitted from the Tutorial referred to above but that the Education Service recommends is removed from the school's Supplementary Information Form (SIF) for 2023-24 is the Gender tick boxes on page 2 of the SIF. Please note that this information is already requested by the Local Authority on their Common Application Form. Simon Parr will liaise further with schools on this when they submit their draft 2023-24 admission arrangements this term.

E: simon.parr@abdiocese.org.uk

T: 01293 511130

DATA REQUEST TO PRIMARY AND SECONDARY SCHOOLS AND ACADEMIES

As in previous years, we will be sending an email (titled 'Data Request') to schools and academies shortly to request data. This data is crucial for effective place planning in the Diocese.

Schools have always been very helpful in providing the data requested in a timely manner. We would be very grateful if the requested information can be returned to us **by the end of November 2021.**

We have already been in contact with all our secondary schools and a few primary schools, so thank you to those who have replied already and many thanks in advance to those schools who will be assisting us shortly.

E: simon.parr@abdiocese.org.uk

T: 01293 511130



Voluntary Aided Schools' Condition Allocation (VASCA) – this year's projects

Please make sure that you claim capital funding on projects as soon as possible; if a project is stalled or delayed for some reason, please do let us know and we might be able to re-phase the cash flow to the advantage of others as well as you. That includes sorting out retentions on projects completed last year; we do need receipts for the whole project (so retention needs paying before claiming) and a surprising number of schools every year seem to forget then to claim the money back.

Please do be proactive and save us having to chase!

Voluntary Aided Schools' Condition Allocation (VASCA) – next (financial) year's project bids

Bids for funding for projects poured in by the deadline – many thanks to all of you who have worked hard to get these put together.

At first sight the total bid for is about three times the expected funding available. We will validate bids over the coming couple of months and aim to prioritise them in January; the intention is to be able to confirm a significant number of projects by the end of February,

Covid issues affecting buildings

There have been further updates to HSE guidance which are particularly relevant as the weather gets colder and the balance between good ventilation and avoiding frost-bite gets more complex.

[Click here >>>](#) for a really useful resource which is worth checking out regularly.

Governor Bank Accounts

We are delighted to confirm that the Governor Bank Account for every school in the Diocese is now untangled from the Diocesan Bank Account and is solely in the hands of Governors. Many thanks to all who have been involved in what turned out to be a complicated process – and a big “thank you “ to Maggie at Bishop's House who chased HSBC on a regular basis and ensured that the project was completed. You can now write cheques without needing a Diocesan counter-signature, which is very welcome all round; many schools have now moved to on-line banking.

It is important to remember the basics of fraud avoidance – don't ever change payee bank account details without personal verification, make sure that invoices are properly signed off and every transaction needs to have at least two people involved in the authorisation process. All stuff that school staff do every day, but just as important for Governor accounts!

Mark Brunet, Buildings Officer
E: SchoolBuildings@abdiocese.org.uk

NOTE TO CLERKS

The Education Service should receive the minutes of the full Governing Body/Local Governing Committee meetings and any Headteacher report to the Governors on a termly basis. Thank you to all those who have already sent minutes for last term. Please submit any outstanding minutes electronically to

E: gill.sajnog@abdiocese.org.uk

Administrative Tasks

We have recently sent an email to all Clerks and Chairs of governors asking for updates on three things:

- Please can you confirm (by the end of the Autumn Term at the latest) that all governors, including non-foundation governors have signed the CES code of conduct.
- Can you confirm the names of governor(s) on the board who have completed safer recruitment training within the last three years. This information should be listed on the school SCR.
- Please can you confirm the date of your last governance review or let us know the date if you have one booked for this academic year. Please can you also ensure any reviews are forwarded to Gill Sajnog.

Thank you to all who have responded to this so promptly; please note again that this information is required by the end of the Autumn Term at the latest.

This academic year we are trialling more frequent slightly shorter Zoom briefings (1hr +). At the end of the academic year in the Summer Term 2022 we will experiment with a slightly longer face-to-face briefing. If this is successful and well attended, we will aim to continue with Zoom briefings for the most part with one face-to-face briefing each year, so we can get together in person.

To book onto any of the briefings please go to the [website >>>](#)

Please make sure that we have up-to-date contacts for you – email most importantly, but a contact phone number as well.

Gill Sajnog, Lead Officer for Governance

E: gill.sajnog@abdiocese.org.uk

DATES FOR THIS ACADEMIC YEAR:

Tuesday	30 Nov 21	Clerks' Forum	10.00 – 11.00	Video Conference
Tuesday	1 Feb 22	Clerks' Forum	10.00 – 11.00	Video Conference
Tuesday	10 May 22	Clerks' Forum	10.00 – 11.00	Video Conference
Tuesday	5 Jul 22	Clerks' Forum	10.00 – 12.00	Venue TBC

NOVENA - #REDWEDNESDAY

As you are well aware, times of collective reflection can be very powerful. With that in mind, we wanted to remind schools of some Aid to the Church in Need (ACN) prayer resources.

ACN are asking for people to support their work by praying the novena from Monday 15th November to Wednesday 24th November (also known as #redwednesday). Schools will find different sets of novena prayers when clicking on the link below, including ones for primary schools and ones for secondary schools. Schools are encouraged to support the #redwednesday campaign.

[Click here >>>](#)



REQUEST FOR PHOTOS

Please can we make a heartfelt plea to schools in the Diocese to send us a range of their wonderful images that they, (and of course the children's parents), would be happy for us to use on, for example our website or on the front page of publications such the Alpha Beta, Ablaze, etc.? This would be much appreciated and allow us to 'refresh our collection' and give us a bigger gallery to draw on. So that they can be utilised in a number of places, it would be helpful if the images sent are of a reasonably high resolution.

Please email these in the first instance to:
Simon Parr **E:** simon.parr@abdiocese.org.uk
Thank You for your help.

RECENT APPOINTMENTS

Sue Allen

Headteacher

Sacred Heart Catholic Primary School, Hastings

October 2021

Gill Foan

Headteacher

St Joseph's Catholic Primary School, Brighton

September 2021

VACANCIES

Primary

Headteacher - St Wilfrid's Catholic Primary School, Angmering With effect from September 2022

Secondary

Vice Principal - Cardinal Newman Catholic School, Hove With effect from September 2022

Please may we remind colleagues that the Bishops' Conference has a very clear stance on the posts of Headteacher, Head of School, Deputy Headteacher, Head of RE and Chaplain. These posts must be reserved for practising Catholics and clearly advertised as such. In view of this, a senior member of the Diocesan Education Service (DES) is obliged to represent Bishop Richard in the recruitment process for any of the above positions, even if a post is part-time.

With this in mind, it is essential when recruiting for any of these positions that the school liaises with Gill Sajnog in advance of any advertisements being placed or before any dates are agreed. Gill co-ordinates our recruitment diary and is the first port of call for these matters.

E: gill.sajnog@abdiocese.org.uk

T: 01293 511130

The updated Memorandum on the Appointment of Teachers to Catholic Schools can be found [here >>>](#)

UPCOMING COURSES AND EVENTS

Please note that most of our courses for Autumn Term 2021 are either being run as an online tutorial or live through a web platform such as Zoom or Teams.

The CPD Booklet detailing courses for the whole of the 2021-22 academic year and flyers for individual courses can all be found on the Education Service website [here >>>](#)

Available courses for the Spring Term and for the remainder of the Autumn Term are also listed below.

All courses can be booked through Claire Martin and notification of your booking and any links required to access training will be sent to you via email. If you have any queries regarding any of these courses or tutorials, please do not hesitate to contact us and one of our colleagues in the Education Service will help you.

E: Claire.martin@abdiocese.org.uk

T: 01293 511130

NOVEMBER

MON	8th	Governors	Outstanding Governance: Providing Effective Support and Challenge	Video Conference	18.30 - 20.30
WED	10th	Aspiring Leaders	Middle Leaders' Day - Day 1	Video Conference	10.00 - 12.00
THURS	11th	Primary RE	Outstanding Assessment Practice in Primary RE	Video Conference	15.30 - 17.30
THURS	11th	Secondary RE	Teaching and Learning in Secondary RE with a focus on Metacognition	Video Conference	15.30 - 17.30
FRI	19th	Chaplains	Support for Chaplains	Video Conference	11.30 - 13.00
THURS	25th	School Leaders	Annual Retreat for School Leaders	Wotton House Dorking	9.30 - 15.00
TUES	30th	Clerks	Clerks' Forum	Video Conference	10.00 - 11.00

DECEMBER

WED	1st	Primary RE	The Virtues - a whole school behaviour approach	Video Conference	15.30 - 17.30
WED	8th	Future Leaders	Development Day for DHTs and AHTs	Video Conference	10.00 - 12.00



JANUARY

WED	12th	Catholic School Inspection	Preparation for a Catholic School Inspection in Summer 2022	Video Conference	15.30 - 17.30
THURS	13th	Cross-Phase Primary & Secondary Practitioners	Supporting Students' Spiritual Wellbeing	Video Conference	15.30 - 17.30
WED	26th	Rainbows	Rainbows Facilitator Training	Video Conference	15.30 - 17.30
THURS	27th	Primary & Secondary Early Career Teachers (New ECTs)	Welcome to teaching in a Catholic School - Day 2/3	Venue TBC	9.30 - 15.00

FEBRUARY

TUES	1st	Clerks	Clerks' Forum	Video Conference	10.00 - 11.00
WED	2nd	Primary RE	RE Coordinators' Day - Day 2	Venue TBC	9.30 - 15.00
THURS	3rd	Secondary RE	Secondary Heads of RE - Day 2	Video Conference	15.30 - 17.30
MON	7th	Governors	Foundation Governors Module 2	Video Conference	18.30 - 20.30
TUES	8th	School Business Managers	School Business Managers' Forum	Video Conference	10.00 - 12.00
WED	9th	Primary Headteachers	Primary Headteachers' Conference	Venue TBC	9.30 - 15.00
FRI	25th	Chaplains	Support for Chaplains	Video Conference	11.30 - 13.00

MARCH

MON	7th	Governors	Outstanding Governance: Providing Effective Support and Challenge	Video Conference	18.30 - 20.30
WED	9th	Primary RE	Involving pupils in the Catholic life of the school	Video Conference	15.30 - 17.30
THURS	10th	Cross-Phase Primary and Secondary RSHE	One year on: Primary and Secondary RSHE - sharing good practice	Video Conference	15.30 - 17.30
WED	16th	Aspiring Leaders	Middle Leaders' Day - Day 2	Video Conference	10.00 - 12.00
MON	21st	Governors	Chairs and Vice Chairs of Governors Training	Video Conference	18.30 - 20.30
THURS	24th	Primary RE	RE in a Creative Curriculum	Video Conference	15.30 - 17.30



Please send us your Good News and Education Stories

We are very much keen to celebrate Catholic education and publicise the fantastic work of our teachers, support staff and pupils more widely.

We would love to highlight news from schools across the Diocese on our website and through the diocesan Twitter and Facebook pages. Please do send details to **E: schools@abdiocese.org.uk** - We look forward to hearing from you.

www.abdiocese.org.uk/education/home

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