



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON
EDUCATION SERVICE

THE ALPHA BETA

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



JANUARY 2022

Director's Letter

Dear Colleagues,

I hope this letter finds you refreshed and renewed after a peace-filled and very happy Christmas. Whilst the school holiday provided a much-needed break from the rigours of the last term, I am mindful that it did not provide a break from worries about infection rates. There will be few, if any, amongst you who are not starting the term with a depleted staff due to infection and self-isolation. Secondary schools have seen the return of on-site testing, along with mask-wearing in the classroom and regular LFT for staff and students alike. Primary schools are facing unprecedented challenges with the highest infection levels in England (c1:15) amongst children of primary school age. Nearly two years in, it seems that Covid is the gift that keeps on giving. Thankfully as Catholics we have other gifts. As school communities have returned for the start of term, we have had the joy of celebrating the gift of Epiphany and the revelation of Our Lord to the world by his birth.

In the Western church, Epiphany (*epiphanos*) primarily commemorates the Magi's visit, making them the first Gentiles to worship Jesus. In the East, the Epiphany primarily commemorates the baptism of Jesus and celebrates the revelation that Christ was both fully God and fully man. Epiphany is actually an older celebration than Christmas, having originated in the East in the late second century.

The gift-giving that we traditionally associate with Christmas takes place on the feast of the Epiphany in Italy and Spain. This tradition separates the birth of Christ from gift giving and lets the Infant Jesus have the stage to Himself for a day. It is the Kings, rather than Father Christmas, who bring gifts to children on the Epiphany. The recent Gospel reading (Matthew 2: 1-12) doesn't actually specify that there were three magi, or

name them, or even confirm that they were men or kings, but later Christian tradition filled in those details, naming the visitors Caspar, Melchior and Balthazar.

In Spain, the celebrations of the arrival of Caspar, Melchior and Balthazar in Bethlehem begin on Noche de Reyes (Night of the Kings) on 5th January. Spanish tradition has it that King Melchior represents Europe, King Caspar comes from Asia and King Balthazar is of African origin. The Magi demonstrate the universality of the Church, with the Epiphany marking the start of a multi-cultural, multi-lingual, multi-ethnic community, united by faith.

Children in Spain write letters to the Kings and, instead of visiting Father Christmas, visit the Kings in department stores on 5th January to tell them what they would like to receive that night. Just as children here leave snacks for Father Christmas and Rudolph, children in Spain leave out refreshments for the Kings' camels. January 6th is a family day, with presents and a big dinner. The day wouldn't be complete without the traditional Roscón de Reyes, a sweet ring-shaped bread with sugar and dried fruits. A little figure of a king is hidden inside, and whoever finds it becomes king or queen for the day.

A Spanish or Italian Epiphany celebration is therefore very different to our own. But regardless of how or where it is celebrated, the Epiphany can symbolise our pilgrimage through life. We are invited to see ourselves as images of the Magi on a journey to Christ. The Gospel also tells us the story of the Magi's encounter with the evil King Herod. This encounter symbolizes three reactions to Jesus' birth: hatred, indifference, and adoration, as exemplified by: a) a group of people headed by Herod who planned to destroy Jesus; b) a second group, composed of priests and scribes, who ignored Jesus; c) a third group, of shepherds and the magi, who adored Jesus and offered themselves to Him.

a) King Herod considered Jesus a potential threat to his kingship and sought to murder the infant Jesus. Later, the scribes and Pharisees plotted to kill Jesus because he tried to reform some of their practices. Lockdown has shown us all too clearly that many children have their own Herod to fear. Working together for the good of Catholic education and the children and families you serve, let us ensure that we protect the vulnerable within our school communities.

b) Many knew the time and place of Jesus' birth but did not go and see Him, even though Bethlehem was quite close to Jerusalem. It can be very tempting to practice religion indifferently, publicly professing a faith but privately ignoring its teachings. Let us help one

another to 'walk the walk' daily, both individually and collectively.

c) The group that adored Jesus and offered gifts was composed of the shepherds and the Magi. The shepherds offered the little they had: love, and probably woollen clothes and milk from their sheep. The Magi offered gold in recognition of Jesus's Kingship; frankincense, in acknowledgment that he was God, and myrrh as a symbol of his human nature. At the start of another year, let us offer ourselves once again to God, using the gifts and blessings He has given us to do good for others.

Having just celebrated the Epiphany, let us make every effort to ensure we are in the third group and that, collectively, schools, academies and the DES make our pilgrimage together towards Christ, guided by 'the God who speaks'. As Pope Francis reminds us, "Like the Magi, every person has two great 'books' which provide the signs to guide this pilgrimage: the book of creation and the book of Sacred Scripture. What is important is that we be attentive, alert, and listen to God who speaks to us, who always speaks to us."

As ever, the DES is here to support all schools and academies and we continue to offer a comprehensive programme of CPD for the term. Many of you not only attended our wonderful day with Chris Lubbe last term but also took the trouble afterwards to let us know how inspired you were by Chris's talk and his message of peace and reconciliation. Diocesan CPD is intended to complement training provided by Local Authorities, CETs and/or Teaching School Hubs and is through a distinctly Catholic lens. This term's offer includes training for Governors, CoGs and Vice CoGs, Aspiring Leaders, RE Co-Ordinators, Early Career teachers, Headteachers, Chaplains and Clerks, as well as schools preparing for CSI.

For further details, click on www.abdiocese.org.uk/education/catholic-leaders-cpd download our Handbook, or contact our CPD Administrator, Claire Martin on claire.martin@abdiocese.org.uk for assistance or to book a place.

On behalf of all of us here at the DES, I wish you, your families and your school communities a happy new year, filled with the gifts of hope and peace.

Warmest wishes,



Marie Ryan

CATHOLIC SCHOOL INSPECTIONS – SECTION 48 PAUSED FOR JANUARY 2022

Our Diocesan priority is for all our schools to remain open and fully focussed on the wellbeing of all staff, pupils, and students in their care as we begin a new term.

We would like to reassure you that we are aware of the extraordinary pressure schools are under yet again this January. Our position remains that we would not wish to add to this in any way and we continually ensure that we are supportive and seek to avoid imposing additional pressures on our schools wherever possible.

Ofsted inspections have not been suspended but Ofsted has indicated there will be an easing of inspections for January 2022. With this in mind, we would like to advise you of our intended approach to Catholic School Inspections for the start of the Spring Term 2022.

While Section 48 Catholic School Inspections are an important part of maintaining the high standards of Catholic education and distinctiveness in our schools, we recognise that the anxiety created due to

COVID-19 and the preparation for inspections would add to the workload of our school staff.

In line with guidance from the CES, we have decided not to inspect schools for the month of January, in order to allow schools time to settle given the current situation. Our intention at present is to re-start inspections again from February 2022 so that all those schools who have worked hard towards preparing for an inspection will be able to celebrate their achievements.

Our current inspection schedule will be reviewed on Thursday 20th January 2022, at which point we can reflect on any further data and guidelines provided to us regarding the restarting of inspections. We will seek the views of our schools due an inspection if things are still uncertain at our review point.

We hope this brings assurance and clarity about the Diocese's intentions regarding Catholic School Inspection in a time of ongoing uncertainty.

If you have any questions or concerns that you would like to bring to our attention, please do not hesitate to contact me.

Sarah Feist, Lead Officer Catholic School Inspections

E: Sarah.feist@abdiocese.org.uk

DIOCESAN EDUCATION SERVICE NOW ON INSTAGRAM

Follow us!

You can now keep up-to-date with all that the Education Service are doing on Instagram at:

@Abeducationservice

We will be posting regularly with information about our latest CPD courses, resources that we would like to recommend, and any important news.

Don't forget to like and follow us!



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.

And, as you can see from the item above, the Education Service is now on Instagram. 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.



CPD FOR RE AND SCIENCE TEACHERS IN CATHOLIC SCHOOLS

JANUARY & FEBRUARY 2022

The DES was contacted on 13 January 2022 by the Lead Teacher for the Hampshire and Dorset Science Learning Partnership (SLP), based at St. George Catholic College in Southampton. As you may be aware, STEM Learning runs a network of Science Learning Partnerships that cover the whole country. They deliver CPD and support for teachers and technicians at all stages of their careers.

As an SLP based at a Catholic School they have been interested in CPD specifically aimed at teachers working in Catholic Schools and have planned an event that will be of potential interest to Catholic schools in A & B. The conference, headed '**Curiosity not Conflict: Teaching Science and RE in a Catholic School**', runs through five sessions in January and February 2022.

The Conference will be delivered remotely and features an exciting and challenging series of sessions including those by **Fr Andrew Pinsent** (University of Oxford) and **Jane Borgeuad** (University of Winchester). A copy of the flyer is detailed below, including how to book.



Curiosity not Conflict: Teaching Science and RE in Catholic Schools

A unique opportunity to engage with the specific challenges and opportunities presented by teaching Science and RE in Catholic schools. Comprising of a series of five twilight sessions, this conference aims to unpick some of the key talking points from the areas of convergence in the Science and RE curricula.



The sessions

The conference will take place over five consecutive Tuesdays and run as twilight sessions, from 3.45pm to 5.15pm. All sessions will run remotely.

Tuesday 18th Jan – Keynote: Fr Andrew Pinsent (University of Oxford)

Tuesday 25th Jan – Science for RE teachers (E Douglas)

Tuesday 1st February – RE for Science teachers (A Lewis)

Tuesday 8th February – Curriculum Planning for Heads of Re and Science workshop (E Douglas)

Tuesday 15th February – Frameworks for viewing RE and Science (Jane Borgeaud, University of Winchester)

Outcomes

You will be able to:

- have a clear understanding of where the RE & Science curricula overlap
- improve subject knowledge in key overlapping topics
- reflect on ways to translate ideas to your school context and plan for action
- support students in their developing understanding of the nature of RE and Science

Pricing: £300 per maintained school (£500 per independent school) – **NB** this fee enables all RE and Science teachers at your institution to attend.

Location: All sessions will be hosted **remotely**. Joining details will be shared with attendees closer to the event.

Contact: If you have any questions then please email Chris Leat – cleat@stqcc.co.uk

Facilitators

Father Andrew Pinsent – Research Director at the Centre for Science and Religion, University of Oxford

Jane Borgeaud – Senior Lecturer, Institute of Education at Winchester University

Andy Lewis – Deputy Headteacher for Catholic Life

Euan Douglas – Assistant Head and former Head of Science at St George Catholic College

Book now:

<https://www.stem.org.uk/cpd/503781/curiosity-not-conflict-teaching-science-and-re-catholic-schools>

Name of session	Date and Time	Summary	Facilitator
What has faith ever done for science?	Tuesday 18 th January, 15.45-17:15	In this session, Fr Andrew Pinsent, a former particle physicist at the CERN laboratory, explores the interactions of faith and science through the lens of The Snow Queen, a story by Hans Christian Andersen. From the Big Bang to bullet-proof vests, he tells a remarkable story full of useful information for effective teaching.	Father Andrew Pinsent
Science for RE Teachers	Tuesday 25 th January, 15.45-17.15	Join us to look at areas that overlap both Science and RE teaching and curriculums. Delivered by an experience Science teacher and former Head of Department, we will examine how Science views issues such as life, death and what happens after, what is truth and how we can understand human behaviour. As well as understanding how these issues are studied and viewed scientifically, you will learn more about what students are taught in secondary science in these areas. There will be plenty of time and opportunity to ask questions on these or any other area of the Science curriculum that you may want some more information on.	Euan Douglas
RE for Science Teachers	Tuesday 1 st February, 15.45-17.45	In this session, Andy Lewis (Deputy Head teacher for Catholic Life) will examine the areas that overlap bot the Science and RE teaching curriculums. The session will explore how RE views topics such as life, death and what happens after, what is truth and how can we understand human behaviour. There will be plenty of time and opportunity to ask questions on these or any other area of the RE curriculum that you may want some more information on.	Andy Lewis
Curriculum Planning for Heads of RE and Science workshop	Tuesday 8 th February, 15.45-17.15	There are some key topics that feature in both the RE and Science curriculums in a secondary school. Students will benefit from a co-ordinated, systematic and planned approach to the design of the curriculum and this will need co-operation between the two departments. This workshop will help subject leaders better understand which topics and areas overlap, and provide some guidance on how to work together to arrange the sequencing and timing of delivery to have the best outcome for students.	Euan Douglas
Frameworks for viewing RE and Science	Tuesday 15 th February, 15.45-17.15	This session, delivered by Jane Borgeaud (Senior Lecturer in Education at the University of Winchester), will focus on how people perceive RE and Science and how we can better communicate with students that they are not opposing or alternate world views	Jane Borgeaud

Book now:

<https://www.stem.org.uk/cpd/503781/curiosity-not-conflict-teaching-science-and-re-catholic-schools>

If you have any questions, please contact Mr Chris Leat, Lead Teacher for Hampshire & Dorset Science Learning Partnership for further information.

E: cleat@stgcc.co.uk

W: www.stgcc.co.uk/slp

ADMISSION ARRANGEMENTS FOR 2023-24

REMINDER OF STATUTORY DEADLINES

For every state-funded school (which therefore includes all Catholic voluntary aided schools and academies), the following statutory deadlines apply:

- **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.**

Contact Simon Parr if any questions or help is needed.

E: simon.parr@abdiocese.org.uk

ACADEMIES

On 1st January 2022, St Paul's Catholic College in Burgess Hill joined the Bosco Catholic Education Trust and became the 20th school in the diocese to convert to an academy.

Bosco now has three primary schools and two secondary schools in the Trust, with more schools anticipated to join in the coming year.

In Surrey, twelve of the 23 Arundel & Brighton Catholic primary schools in the county have now joined the Xavier Catholic Education and three of the five Catholic secondary schools.



REQUEST FOR PHOTOS



In the November edition of The Alpha Beta we made a heartfelt plea to schools 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.

We are very thankful and grateful that a number of schools responded to that request and sent us some fantastic images. If a few additional schools would also consider and respond to this request, that too 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 again for your help.



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

The total bid for is about £4.7m against the expected funding available of £2.9m. This is actually rather closer than has normally been the case. It is noticeable that the bids are indeed mostly for demonstrable condition issues and it will be difficult for the independent panel to prioritise them, a process which will be complete by the end of January.

The intention is to be able to confirm a significant number of projects by the end of February.

Governors' funds – audit requirement

The DfE now require the Director of Education to confirm formally each year the amount of VASCA funding dispensed; that it has been used for the purposes intended and that it has been properly matched by non-capital funding.

You may well have noted that, for the second year running, schools have not been asked by the DfE for a return certifying their DFCG expenditure. This is an important issue for schools – the money has only a three-year lifetime and the DfE will claw back any money unspent by reducing future payments. It has been suggested that dioceses shall be responsible for monitoring this in future.

Some dioceses are given the money centrally and administer it themselves; for them certification of DFCG is easy.

For dioceses like us, where the money goes straight to school governors, the diocese is unaware of how much each school has spent; we used to ask each school for an annual return as at 30 August but that is not helpful for monitoring money with a financial year that ends on March 31. Such a return would allow us to discharge our duties regarding VASCA and also set us in a place where we can also provide reassurance to the DfE on DFCG. So we will be asking schools to make a return of the balances in their governor fund accounts as at March 31. We have designed a simple return and are currently testing that (many thanks to the schools who have given us feedback); this should not be at all onerous as all the information asked for ought to be reported to governors at each relevant committee meeting.

We will issue the returns through the School Business Managers in the last week of March. We would be grateful if you could complete the form and return it within the first two weeks of April.

If you are a governor looking after the fund account, please be aware that your SBM will be asking you to do this! Thank you.

School Business Managers' Forum

The next meeting of diocesan SBM's will be on **February 8th** – by Teams – starting at 10.00. SBMs can sign up now [here >>>](#)

We will be exploring topical issues – ventilation in schools is currently very much one of these. We are planning to meet in person on June 7th – clearly subject to any advice that may be in place at the time.

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 gill.sajnog@abdiocese.org.uk

It is very important that you notify the Education Service of any changes in the governing body, particularly if you have any Foundation Governor resignations.

Please check terms of office and ask governors to complete application forms promptly.

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.

Please note the time change for the February 2022 briefing. Amongst other things we will discuss the outcome of the administrative returns task and we will also discuss monitoring and reporting of governor training undertaken.

To book onto any of these 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	1 Feb 22	Clerks' Forum	14.00 – 15.00	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

CES CENSUS 2022

The CES Census is a survey of Catholic schools in England and Wales. It provides essential information on Catholic education from national to diocesan level, underpinning policy decisions at both local and national levels and enabling the CES to be proactive in promoting Catholic education.

The CES Census 2022 will start on 20th January 2022. Schools should complete and submit their returns during the support period which runs from the start date until **Friday 11th February 2022.**

Schools should have received a letter about the CES Census last term (at the beginning of December). For several years now the Diocese of Arundel & Brighton have had a 100% return rate. As this importantly maximises the integrity of the data, we will be looking to maintain this return rate in 2022.

If you have any questions, please do not hesitate to contact us.

Gill Sajnog

E: gill.sajnog@abdiocese.org.uk

THE JOURNEY TO 2030

The Environment Group in the diocese has been set up as a response to the growing awareness of the dangers of climate change. Scientists confirm we have just 10 years to drastically reduce carbon emissions or face irreversible changes in climate, with all its potentially devastating realities.

Pope Francis calls us to be aware of what we have done to our world and that without immediate action, we will inflict irreparable damage on our planet, adversely affecting future generations.

A Diocesan Environmental Policy is being produced. The '**Journey to 2030**' programme is an initiative created by young people in our diocese to mobilise the Church to act on the ecological crisis and is supported by the Bishops' Conference of England and Wales.

What can we do in school?

- **Avoid plastic** wherever possible
- **Encourage use of bicycles, public transport, car-sharing**
- **Use Fairtrade tea, coffee, biscuits, fruit** etc. wherever possible
- **Use environmentally friendly products** for cleaning
- **Use paper efficiently and use recycled paper, if possible**
- **Recycle as much of your refuse as possible and ensure all recyclable waste is appropriately disposed of**
- **Ensure electrical equipment and lights are off when not in use**
- **Use low energy or LED bulbs where possible**
- **Have you had an environment or energy audit recently?**
- **Could you install solar panels if you have not done so already?**

- **Become a Fairtrade school** – join a worldwide movement where young people learn that, whatever their age, they have the power to make a difference. It offers a great opportunity to look at global issues such as where our food comes from and how we are connected to people around the world. Students can also learn a range of skills, from teamwork and co-operation to persuasive writing to running a stall or tuck shop.

The 4 Priorities of Climate-Friendly living

REDUCING ENERGY USE – Switching to green renewable energy sources can save up to 1.6 tonnes of CO2 per year per person

ECO TRANSPORT – Living car-free for a year saves 2.4 tonnes of greenhouse gas emissions

PLANT BASED DIET – Eating less meat and more vegetables will save tonnes of CO2 emissions from meat production and reduce methane levels

PLANT TREES – Planting trees will absorb CO2 emissions for many years to come.

Contacts

Environment Group:

E: Ashley.ralston@ntlworld.com

Journey to 2030:

E: jp@theecg.org

Social Action Advisor:

E: Tessa.Ricketts@abdiocese.org.uk



Synod 2021-2023

In the Synod Participants' Guide, Bishop Richard says:

"Our engagement in the "Synod Path" is a response to an invitation from the Holy Father, who invites us to prayer, discernment and openness to the Holy Spirit. He asks us to address particular questions, in order to assist him and the bishops who will gather for the Synod in their work for the good of the whole Church.

These questions are wide-ranging and significant for the life of the Universal Church and for our own Diocesan family, for they invite us to explore more deeply our own mission, our formation for that mission and the prayer that must always be the foundation for our lives of faith and witness to the Risen Christ".

"We are at a significant moment in the life of the whole Church and the world. This is a 'golden moment' for evangelization and the "Synod Path" will assist us in the Diocese in sharpening our focus on the essential work to which we have been called.

Accordingly, I invite our school communities to engage with the "Synod Path" in the ways most appropriate for them."

People are invited to consider and respond to the Synod's questions in a range of ways: online or in writing, **The deadline for submissions for this part of the Synodal process will be 4 February 2022.** Responses from across the diocese will be collated throughout February 2022. Bishop Richard will present a summary of the feedback received during an online meeting on 9 March at 7.30pm.

To download the Synod questions or for finding any further information please [click here >>>](#)





CES MODEL EMPLOYMENT DOCUMENTATION

We have been made aware that, for various reasons, some schools may not be using the CES application form or contracts of employment. The guidance related to their use is outlined in The Bishops' Memorandum on Appointment of Staff to Catholic Schools:

"...help, and guide employers in Catholic schools to fulfil their responsibilities, including statutory responsibilities, to preserve and develop the Catholic character of the school in relation to the appointment of staff"

"...the Governing Body must ensure that the appropriate contract of employment and associated documentation, as published by the CES is issued"

[Bishops' Memorandum](#)

The CES documents for schools in England and Wales cover:

- Recruitment
- Model Application Forms

[Application Forms](#)

- Notes to Applicants
- Model Invitation to Interview Letter and suggested enclosures, including sample CES contract of employment

[Employment Documents](#)

- Guidance Note on staff recruitment for Governors

Contracts of Employment are available to schools and academies for the following posts:

- Senior Leadership Groups 1 and 2
- Lead Practitioners
- Teachers
- Instructor/Unqualified Teachers
- Support Staff
- Lay Chaplains employed by a governing body/diocese

[Template Contract for Schools](#)

[Template Contract for Academies](#)

These were updated in March 2020 and schools are requested to check they are using the correct versions.

In addition, the CES Model Workplace Policies are all up to date and include;

- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Sickness Absence Policy and Procedure
- Appraisal Policy and Procedure for Teachers
- Appraisal Policy and Procedure for Support Staff
- Capability Policy and Procedure

There are separate model policies for schools and academies located in England and Wales and they underpin the model contracts of employment.

[Schools in England](#)

[Academies in England](#)

The CES have consulted with national trade unions on the model Workplace Policies. Governing Bodies must adapt and adopt the model policies to meet the needs of their school and consult the workforce and regional/local trade union representatives/officials.

The potential impact of failure to use CES model documents is that schools are in contravention of the Bishops' Memorandum. Preserving and developing the Catholic character of the school should be a contractual obligation of all employees.

If any school or academy would like further training on recruitment matters for governors, senior leaders and/or HR personnel, please email:

E: julie.oldroyd@abdiocese.org.uk.

If there is sufficient interest, the CES will run a remote training session for the diocese in the spring term.

VACANCIES

Primary

Headteacher - St Wilfrid's Catholic Primary School, Angmering	September 2022
Headteacher - St Philip's Catholic Primary School, Arundel	September 2022
Deputy Headteacher - St Charles Borromeo Catholic Primary School, Weybridge	April 2022

Secondary

Headteacher - St Philip Howard Catholic School, Barnham	September 2022
Vice Principal - Cardinal Newman Catholic School, Hove	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 Spring Term 2022 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 are also listed below.

All courses can be booked online through the Courses and events section of the CPD page of the [diocesan website](#) or, alternatively, 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

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	Video Conference	9.30 - 12.00

FEBRUARY

TUES	1st	Clerks	Clerks' Forum	Video Conference	14.00 - 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
FRI	25th	Chaplains	Support for Chaplains	Video Conference	11.30 - 13.00

MARCH

TUES	1st	Primary Headteachers	Primary Headteachers' Conference	Ashdown Park Hotel, Wych Cross	9.30 - 15.00
THURS	3rd	Primary RE	RE Coordinators' Day - Day 2	Video Conference	15.30 - 17.30
FRI	4th	Primary RE	RE Coordinators' Day - Day 2	Video Conference	9.30 - 11.30
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	Cottesmore Hotel, Pease Pottage	9.30 - 15.00
WED	16th	Aspiring Leaders	Middle Leaders' Day - Part 1	Video Conference	10.00 - 12.00
WED	16th	Aspiring Leaders	Middle Leaders' Day - Part 2	Video Conference	13.00 - 15.00
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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