

Head Teachers' Bulletin – 7th June

Dates for the diary

- 13th June - Admissions Meeting 9.30-11.30 @ Pastoral Centre
- 13th June – DSL Network meeting 11.45 – 12.45 @Pastoral Centre
- 18th June – Heads' Forum 08.00-12.00 @ Pastoral Centre
- 20th June – EYFS Workshop – Characteristics of effective learning – 12-4 @ St Catherine's
- 5th July – EYFS Workshop – Lesson Observations – 12-3 @ St Catherine's
- 11th July - Admissions Meeting 9.30-11.30 @ Pastoral Centre

Actions from Bulletin

- Complete the MS form about teacher pay progression; <https://forms.office.com/e/dKFAcsfshC>
- Complete the MS form to let colleagues at All Saints know who is coming to the Ethos Day run by David Wells

New Updates (since last bulletin)

Governor Event

Thank you to everyone who attended our Governor event before the half term. All of the guidance materials that we discussed in the meeting are available on Governor Hub, ready to help plan your Local Academy Committee meetings for next year.

The conversations and feedback on next steps for governance were really helpful. Our governance leadership team have been reviewing the priorities and suggestions and have some draft plans for next year. They will be formalising these into some actions and proposals at the next meeting on 25th June after which I will share them with you and with chairs.

Notice of date change on next year's calendar

Please note that the first Heads' Forum of next academic year is moving to Tue 24th September. This is a week earlier than the current published date.

The reason we are making the move is that Jes is available to join us again to do some follow up on the leadership development session we had last term. We will be focusing that on preparation for appraisal conversations which leads neatly into.....

Pay Progression Decisions for Teachers (Guidance for schools in the Trust)

As you will be aware, the government has already announced that the requirement for performance related pay has been dropped from Teachers' Pay and Conditions. We had been promised guidance on how this would be applied and as a result, postponed review of our appraisal policy. With the general election, we cannot expect any guidance in time to properly review and implement changes to policy in time for annual reviews.

Head Teachers' Bulletin – 7th June

We therefore have to take a pragmatic approach of applying existing approaches, but with modifications. We have discussed this with unions and they support this approach.

First of all, the assumption will be that pay progression will happen for anyone who is eligible*. There does not need to be any discussion of this as part of appraisal and there does not need to be any process for approval of progression as the default is that it will happen.

We understand that there may be some individual cases where you have questions about this, particularly if there are teachers where you may not have expected to support progression under the current policy. Alison, our HR lead, will be able to advise. It will help her first to understand how many such cases we have across the Trust, so we ask you to fill in the very short MS form at the link below. We can then set up contact with schools as needed.

<https://forms.office.com/e/dKFAcsfshC>

As the default will be for pay progression to happen for eligible staff, then there is no need for this to form part of the appraisal conversation. This gives us an opportunity to think a bit differently about appraisal this year and set the scene for review of the policy ready for next year. This will be the focus of the session that Jes will lead in the Heads' Forum on 24th September. I would therefore recommend that, if possible. You delay teacher appraisal conversations until after this date. I understand that may not be possible in all schools for all teachers, but where it is possible please consider this in order to make the most out of the session with Jes.

*By eligible, we mean a member of staff who is not at the top of their pay range (Main, UPS or Leadership). Progression from main scale to UPS will not be automatic and schools are advised to use your established approaches for staff who wish to be considered for progression.

SEND Direction of Travel

Please see below a link to a presentation by Nick Whitaker which was given at a recent leader briefing. The presentation is 22 minutes long and I would recommend that Heads and SENDCOs find some time to watch it.

<https://sway.cloud.microsoft/TGfpWTVbWqh0yvH1?ref=Link>

For Sheffield schools, this gives a sense of the direction of travel within the city. For all schools in the Trust family, it links to the sorts of ideas that are emerging from our exploration of SEND together and points toward the type of long term work we need to consider together. I hope that you find it helpful.

All Saints Ethos Day, 26th June

A reminder that All Saints have opened up the invitation for up to 2 colleagues from each school in the Trust to attend their Ethos Day on 26 June which will be delivered by David Wells. Please can you complete the microsoft form <https://forms.office.com/e/kminyq1BWi> to confirm whether or not you (or your colleagues) will be attending and if so, how many. (Apologies if you have already emailed Sean to confirm but it would

Head Teachers' Bulletin – 7th June

help to fill in this form too). Further details regarding the structure of the day will be sent out to participants nearer the date.

If you are attending and you have any specific dietary requirements, would you please let Jo Thorpe know before 20 June, by email at j.thorpe@allsaints.sheffield.sch.uk

Asthma Friendly Schools

Over the half term, I met with an Asthma specialist from the Sheffield Children's Hospital to talk about the Asthma Friendly Schools programme. They had written to me a few weeks before to see if our Trust would like to get involved with the project which is having a major push at the moment. The initiative is focused on promoting relatively simple steps that schools can take to improve the way that asthma care can be joined up between the NHS, schools, children and their parents.

I am very keen for this to support this across the Trust, but as always, want to work with you and want to ensure that this works with all the other priorities you juggle. The main implications for school would be to adopt the model policy (and of course put in place the steps it requires) and create the time for all staff to engage with the training, which takes about an hour and can be done online.

My ask at the moment is that you take a few moments to look at the website for South Yorkshire Asthma friendly schools ([Join South Yorkshire's Asthma Friendly Schools Programme to improve health outcomes for children & young people with asthma. \(sybhealthiertogether.nhs.uk\)](http://www.join-south-yorkshire-asthma-friendly-schools-programme.co.uk)) If you would be ready to join with this programme, then I would need you to put forward a contact person in school who could act as a link through me with the NHS. The people leading the project will then arrange to talk with the reps from each school to run through the policy and the training, so that there is someone informed in school who can help with the steps that are needed.

Please get in touch with me directly or via Anita if you are ready to be involved and put forward the name of the rep you would like me to contact in school. Many thanks.

Internal Audit – Curriculum Planning

As part of the Trust's Internal audit programme, we have commissioned our auditors (Wiley Bissett) to review 'curriculum planning'. In this context, curriculum planning is looking particularly at the way we plan for the numbers of staff and other resources that are needed to deliver our curriculum as part of the planning process. The audit is there to help us recognise strengths in what we do and to identify any weaknesses in our work that could lead to plans which we cannot deliver.

Adnan outlined this next part of our internal programme during this Wednesday's SBM briefing. I have attached for your information the plan from the internal auditors that Adnan has already shared with SBMs.

We need a small number of schools to be involved in the sampling work. Adnan asked SBMs to look at the plan of what would be involved and to get back to him if your school would be willing to take part. Please do talk to your SBM about this and as Adnan notes, get in touch with him if you have any queries. Thank you in advance for offers.

Head Teachers' Bulletin – 7th June

Writing Fundamentals

The project began in March with meetings for Heads and senior leaders. As a result of discussions around the writing curriculum and assessment frameworks, particularly in KS1, it was agreed that refining aspects of the curriculum would enable schools to focus on the fundamental aspects of sentence structure and grammar needed for our children to be confident and successful writers. Last week, we started with the first in a series of workshops that aim to create revised endpoints and assessment frameworks for writing. The first session was open to KS1 teachers and literacy leads – the meeting was attended by all schools in the Trust and led to some brilliant discussions about what we really value in writing. The resulting assessment frameworks that were developed for Y1 and Y2 are now complete in draft form and will be sent out to the teachers who attended for a brief consultation period before being finalised. It is the intention that these frameworks will then be used for KS1 writing assessment and moderation within the Trust in the next academic year. Following this, Y3 and Y4 teachers will be invited to a similar workshop in the autumn term to discuss the writing frameworks for lower key stage two.

Items from previous bulletin for reference

Capital Investment Proposal Form

Here is a link to the capital investment proposal form which was discussed at the last Head Teachers' briefing.

This form can be used to advise of any capital investment projects you would like to be considered for funding during the financial planning cycle e.g. 2024/25, 25/26 and 26/27.

This form must only be used for projects which are not eligible to be funded via School Conditional Allocation (SCA) or Devolved Formula Capital (DFC) funding.

Please complete a separate proposal document for each project.

Learn Sheffield Subscription

I am aware that some of you (Sheffield Schools) have been contacted by Stephen Betts about next year's Learn Sheffield Subscription. Please hold off responding with any bookings.

I have spoken with Stephen and we do plan to set up a central subscription again this year. We will be using part of the next Heads' Forum to map out how we plan to use that across the Trust and in individual schools. Following that, I will provide Learn Sheffield with a response on behalf of the Trust as a whole.

Heads Appraisal – External Advisor

I know that many of you are booking in your appraisal meetings with governors and are considering booking an external advisor (many of you use Learn Sheffield for this, so this is connected to the point above).

Head Teachers' Bulletin – 7th June

Our steer as a Trust this year is that you can continue to use an external advisor to support this process if this is helpful to you and to governors. However, we do plan to remove this requirement from the appraisal policy, so please do feel free to use your judgement on how useful this is to the process for you and for your governors. Again, where it is useful, please do book in an advisor, but if it isn't then you are free to drop this support. I will discuss this in more detail at the next Heads' Forum, but I'm flagging this up now to inform your planning.

On a related note, we will be issuing some guidance early next term about how to manage pay progression decisions for teachers given that these are no longer performance based in Teachers' Pay and Conditions. We are waiting for promised government guidance on this before revising policy, but given that we're deep into the summer term, we expect that any guidance will be too late to allow us to properly review policy and implement changes, so instead we will provide guidance to use the existing policy in line with the revised pay and conditions.

Early Career Programme – Visiting Fellows Wanted

There is an opportunity for experienced ECT mentors/teacher developers to be developed as 'Visiting Fellows' to deliver aspects of the Ambition Institute Early Career programme such as the face-face conferences, clinics, and coaching mentors. Training is provided, as are high quality training materials developed by the Ambition Institute. Payment is made to schools for releasing staff to undertake this work. The attached letter contains more information. Please can you pass this opportunity on to any suitable colleague in your organisation. They should contact Jen Benzies jbenzies@notredame-high.co.uk with an expression of interest in the first instance.

Safeguarding Training

Please can you share with Anita [via this form](#) dates when you are running safeguarding training (statutory full staff training, or any new staff induction training). Following a request from the Designated Safeguarding Leads network, we would like to publish a calendar of this training so that if someone from one school misses it, we may be able to find them a place at another school.

New Early Career Teachers Starting in September – Information needed

From Monday 24th June, schools will be able to register their ECT1s with a September 2024 induction start date on the DfE portal [Manage training for early career teachers \(education.gov.uk\)](#).

To support our own planning for the delivery of the Early Career Framework to our new ECTs, it would be helpful to have an idea of numbers of both ECTs and mentors for next year. Please could all Headteachers/Induction Tutors take two minutes to complete the following form to support with this [Expression of interest for September 2024 \(office.com\)](#) .

Please contact Jen Benzies jbenzies@notredame-high.co.uk if you have any questions at all about this process.

Head Teachers' Bulletin – 7th June

Subject Immersion Days

Thank you for responses offering to host Immersion Days. Anita will be in touch directly with schools who we are asking to host days for next year's programme, asking you to give preferences for dates for your Immersion Day if you have them. Once we have responses from all schools who are hosting days, we will publish the programme, with dates, for next year so that you can identify which days you would like to send staff on. We will be checking in before the end of term to ask which staff are going to which days, to inform planning for host schools.