



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



**January 2019**



## **Director's Letter**

Dear Colleagues,

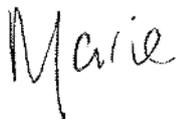
I hope the first few weeks of 2019 have started well for you. It already feels as if the Christmas break was a lifetime ago! As we all know, schools are having to make incredibly difficult decisions in the present financial climate. Such decisions take an enormous toll on Headteachers and Governing Bodies and I do not underestimate the cost, both personal and professional, that this comes at. I wish I had the money to solve the current crisis but unfortunately this is simply not the case. Whilst there is a shortage of money in schools and academies across the diocese, there is a richness and depth of commitment and dedication. I can only pay tribute to diocesan schools and academies which, notwithstanding the many challenges, do not lose sight of our Gospel values and our calling to serve. Your humility, dedication and service are both humbling and awe-inspiring and a great example to all of us here at the DES.

On the subject of finance, a panel of four Headteachers met earlier this week to support Mark and I prioritise the latest round of LCVAP bids. This has been the practice for the past four years in our endeavour to be as open and transparent about the process as possible, and both Mark and I are extremely grateful to the three Primary Headteachers and one Secondary Headteacher who assisted us in agreeing our priorities for the year 2019-2020. These provisional priorities will soon be shared with Trustees and the Diocesan Finance Committee for their thoughts. Once their approval has been gained, we begin negotiating with the Diocese of Chichester and the respective Local Authority over allocations for East Sussex, West Sussex and Brighton & Hove. In Surrey, the picture is more straight-forward as the Local Authority uses a formula funding basis and we therefore know exactly the precise figure for disbursement across Surrey schools. As usual, bids far exceed the monies available across the diocese and, as every year, the Panel has had to make some very difficult decisions. I hope you appreciate that, in view of the stages still to come, we are not able to confirm the status of any LCVAP bids at present. We will endeavour to update schools as soon as we are able, and are grateful for your patience and understanding in the meantime.

We are delighted to welcome Frances Kinal as our new Secondary RE Adviser to the Diocesan Education Service. Thank you to all those secondary colleagues who have already welcomed Frances into school and made her so welcome. I know that the work already underway between Frances and secondary schools and academies will be a fruitful, enjoyable and mutually beneficial partnership! Catherine Hemsley is continuing to work with a small group of schools in her role as Standards Officer at present and we are grateful to her for her support and expertise in this area.

As some of you will remember, members of the Education Service say the Angelus together at midday every Friday. As ever, our intention is firstly for our diocesan schools - and especially those in need - and secondly for ourselves, that we will continue to grow together as a team, in order to serve schools to the best of our ability. If you have a couple of minutes to spare at midday, even if only occasionally, why not join us? Thank you for all you do in support of Catholic education.

Best Wishes,



Marie Ryan

### Update re Book Shop

We have been asked by Sarah Kilmartin, the Chief Operating Officer of the Diocese, to confirm that the Dabcec book shop is now closed, has completely ceased trading and that no orders whatsoever are being taken.

### Ofsted Education Inspection Framework Consultation

As headteachers in the diocese are aware, Ofsted launched their Education Inspection Framework consultation on 16 January 2019. This will run for twelve weeks until Thursday, 4 April 2019.

There is a link to the consultation on the front page of the Ofsted website ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)). The consultation allows all schools the opportunity to say what they feel about the new framework. **It is important that as many individual schools respond directly to the consultation** and we would encourage heads to do this as soon as possible.

In addition, the Diocesan Education Service will respond to the consultation. To ensure we give a fully comprehensive response, we are seeking the views of headteachers. If heads in the diocese would be willing to share their opinions on how they think the new framework would be both beneficial and challenging to their school, we would like to hear their views. In response to this, please send your comments to Sarah Feist at the Education Service at [sarah.feist@dabnet.org](mailto:sarah.feist@dabnet.org) before **Monday 1 April 2019**.

Thank you for your assistance.

## Ofsted update – Launch of EEG (electronic gathering of evidence) for inspections from November 2018

Currently, inspectors gather evidence using a variety of methods, but the recording and evaluation of this largely involves pen and paper. The new EEG tool will allow inspectors to collect evidence electronically, straight onto an electronic device during inspection. It is already beginning to be used during inspections but there is an aim that from the summer term of 2019 all inspections will be using this mode of gathering and recording evidence.

To support this new way of working, inspectors will be requesting schools to allow access to their internet connection.

## Admissions

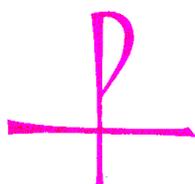
Thank you to all schools for sending their draft admission arrangements before Christmas. The Education Service has liaised and been in contact with every Academy and VA school in the diocese on their admission arrangements for 2020-21.

We are also very grateful to schools that have already sent copies of their determined arrangements (i.e. admissions policy and SIF). **Just as a reminder, the statutory deadline for schools to determine (i.e. formally agree) admission arrangements is by 28 February 2019.**

Once schools have determined their admission arrangements **they also have a statutory duty to send a copy of their full, determined arrangements to the Local Authority and to the Diocesan Education Service, and publish a copy of the determined arrangements on their website** for the whole offer year (the school year in which offers for places are made), as soon as possible by **15 March 2019**.

If any questions/queries, please contact Simon Parr ([simon.parr@dabnet.org](mailto:simon.parr@dabnet.org)) or 01293 511130.

## CCRS Course coming to the Diocese



In support of Bishop Richard's Pastoral Plan, the Diocese are planning the launch of a CCRS course, starting in September 2019. The Catholic Certificate in Religious Studies has been established since 1991 and aims to provide an introduction to Catholic theology and give an understanding of the central truths of our Faith.

The CCRS course will be open to teachers working in Catholic schools, catechists, people involved in pastoral and liturgical work and other interested adults. Full details can be found at <http://www.brs-ccrs.org.uk/index.php>.

For more information and to express an interest in attending the course, please contact Jon Harman, Adviser for Formation and Spirituality, at the St Philip Howard Centre: 01293 651157 or email [jon.harman@dabnet.org](mailto:jon.harman@dabnet.org).

## CES Schools Census 2019

The CES Schools Census commenced on 17 January. An email with an attached letter was sent to all schools on Tuesday 4 December. If you have not received this please contact the CES Census Helpdesk on 020 7901 1909 (9:30 – 16:00 Monday to Friday).

The support period, this year runs from the census start date until 15 February for all dioceses.

### **CES Census Website**

The CES Census website URL is <http://www.cescensus.org.uk>. The website contains user guides on how to complete the census, frequently asked questions, the census upload page and a page where you can check if your census file has been received and processed.

### **File Submission**

Completed Census files are uploaded using a simple form on the Census website, which is located at <https://www.cescensus.org.uk/upload>. You must log in to this page using the login details below:

User id: censususer

Password: census2019

When a return has been submitted successfully, an email confirmation will be sent to the email address entered on the upload form.

### **Census Helpdesk**

Please remember that most support questions can be answered in the Frequently Asked Questions which can be downloaded from the census website.

If you have a support query, please raise a ticket on the online helpdesk at:

<http://www.cescensus.org.uk/helpdesk/>. The Census team aim to respond to all queries on the day they are raised. The online helpdesk contains an extensive knowledge-base as well as up to date information about ongoing technical issues should any arise during the census.

During the support period you can phone:

- the CES on 020 7901 1909 (9:30 – 16:00 Monday to Friday)
- or the diocesan census representative, Gill Sajnog (01293 511130) or [gill.sajnog@dabnet.org](mailto:gill.sajnog@dabnet.org)

## Buildings & Finance Matters

### **LCVAP and HPCF 2018-19**

Please do claim monies earlier rather than later – the VA team in Darlington are very busy, with HPCF projects to process as well as LCVAP (and no additional staffing). The deadline for claims is Friday 3 March. If you need any help with making claims, please do contact us.

### **LCVAP 2019-20**

A panel will prioritise bids at the end of January; these then need co-ordinating with the other dioceses, and final notice will be published when the Local Authorities have confirmed the exact amount of funding available – likely to be March.

### **Additional capital funding**

The “ready reckoner” is now published at <https://www.gov.uk/government/publications/capital-allocations#details-title> – formal notice of the amount is due to be published imminently.

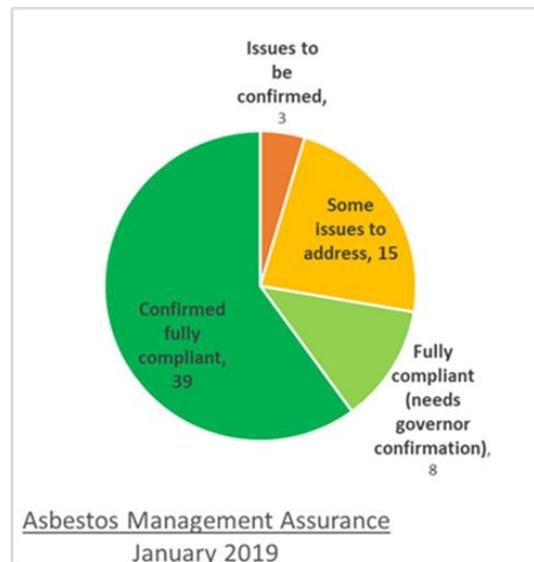
The relevant funding for Academies is given on a MAT basis, rather than individual academies. The DfE says: “We expect this funding to be for improvements rather than major capital projects, and for schools to spend the money in financial year 2018 to 2019. However, the normal terms of devolved formula capital will apply which provide some flexibility for schools to spend the funding over the following 2 financial years if necessary.” Given the timing of the confirmation of amounts, that seems eminently sensible!

### **Asbestos**

As at 15 January 2019: 100% of our schools are participating in the AMAP data collection. 83% of our schools have assurance declarations.

In some cases, there are minor issues to address (mostly to do with the requirement for keeping training up to date) but nothing catastrophic has come to light.

Many thanks to all those who have completed the process; we have written to the schools where governor confirmation or remedial action is required and look forward to being able to report 100% compliance in the next report.



### **School Business Managers' Forum**

Bookings are open for the next SBM Forum meeting at the St Philip Howard Centre in Crawley. The currently confirmed speaker is Sarah Kilmartin, who will be fielding questions on Gift Aid and Bank Accounts.

Bookings can be made at: [www.abeducationservice.org.uk/ViewArticle/?section=Courses&id=839](http://www.abeducationservice.org.uk/ViewArticle/?section=Courses&id=839)

### **Note to Clerks**

- Please can we remind you to notify us of any changes to the governing body, particularly ‘other’ governors i.e. apart from Foundation Governors. If your governing body is thinking of reconstituting at any stage, please note the Diocese must agree this before details are sent to the Local Authority. Academy schools constitution range is determined by the Trust, however any changes to the constitution should also be agreed with the Diocesan Education Service. Guidance on the constitution of governing bodies in maintained schools can be found on the link below:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/640562/The\\_constitution\\_of\\_governing\\_bodies\\_of\\_maintained\\_schools\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640562/The_constitution_of_governing_bodies_of_maintained_schools_2017.pdf)

- **Please Note that the Clerks forum on 9 January 2019 has been rescheduled to Wed 27 March 2019.**

Clerks Forum

**Wednesday 27<sup>th</sup> March 2019**  
 10.00 am – 12.00 noon  
 St Peter's Catholic Primary School, Leatherhead

The previous date clashed with Babcock Clerk training, but the time and venue remain the same. Representatives from Governors Virtual Office will be giving a presentation and facilitating a question and answer session. This will be an opportunity to see what the GVO has to offer. In addition, any Clerks whose governing body are already using this system, will have an opportunity for questions and answers.

The Forum is an opportunity for all clerks to meet, network and share best practice with other diocesan school or academy clerks. It is an opportunity to discuss key topics relating to the role of Clerk to Governors. Please make every effort to attend this forum.

- Can we ask clerks to point all governors to read *The Alpha Beta* for their information, to remind them of the courses that are available to them, and to regularly visit the diocesan website at [www.abeducationservice.org.uk](http://www.abeducationservice.org.uk) for the latest news and information.
- Foundation Governors are appointed by the Diocese. Any resignations should be addressed to Marie Ryan, Director, and sent by the clerk to the Education Service at the following address:

Marie Ryan, Director, Education Service, 4 Southgate Drive, Crawley, West Sussex RH10 6RP

## Mental Health and Wellbeing Provision in Schools



A priority set out by the Green Paper, ‘*Transforming children and young people’s mental health provision*’ was to ensure schools are adequately supported to build whole school environments and to develop approaches within which pupils can achieve their full potential. Supporting schools to have a clear offer to promote pupils’ mental health and wellbeing, and to protect them from bullying, are therefore priorities for the DfE.

There are a range of duties to ensure schools take positive action to establish environments where all pupils are supported to engage fully. These duties encourage schools to promote a range of whole-school approaches and activities to develop respectful school communities and to support mental health and wellbeing.

The DfE commissioned this study to further understanding of the extent the current content of schools’ published policies and other information. The report uses a sample to evaluate activities

and approaches in different schools, including: what policies schools currently publish and how policies can help schools promote pupil wellbeing. Though not statutory, this report would be a good starting point for comparison and impact monitoring discussions. With this a priority area in schools, governors need to be aware of this and the strategies the school are using to support pupils' mental health and wellbeing. The report is available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/747709/Mental\\_health\\_and\\_wellbeing\\_provision\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/747709/Mental_health_and_wellbeing_provision_in_schools.pdf)

### **DfE Respectful Schools Toolkit**

The DfE has published a Respectful School Communities self-review and signposting tool designed to support schools to develop a whole-school approach, which promotes respect and discipline. This can combat bullying, harassment and prejudice of any kind. The toolkit is available at the following link:

[file:///C:/Users/simon.parr/Downloads/DFE\\_Respectful\\_schools\\_signposting\\_tool\\_FINAL\\_EDITABLE\\_V3.pdf](file:///C:/Users/simon.parr/Downloads/DFE_Respectful_schools_signposting_tool_FINAL_EDITABLE_V3.pdf)

### **Just a reminder ... DABCEC renamed The St Philip Howard Centre**



DABCEC, the Diocese of Arundel and Brighton Christian Education Centre in Crawley, has now been renamed the St Philip Howard Centre, after the sixteenth century saint and co-principal patron of the Diocese.

DABCEC was opened in summer 1979; the building was formerly the old St Francis School and for the first time it brought together under one roof the Schools Commission, the recently formed adult education team and the Religious Education Service. Today, the St Philip Howard Centre is home to the Education Service, the formation team and secretaries and the A&B News team. The Centre continues DABCEC's work of Christian formation or catechesis at all levels - from the cradle to the grave, with a focus on the homes, the schools and the parishes of the diocese.

### **Rise Theatre Mustard Seed Day for Primary Schools**

RISE Theatre are offering primary schools the opportunity for the whole school to participate in their exciting, interactive 'Mustard Seed Story Day'.

The day features a morning assembly, including original songs and actions taught to the children, followed by drama workshops facilitated by the RISE team, art activities facilitated by the teachers, all culminating in a captivating interactive performance in the afternoon to which each child contributes.

The day is based on the parable of the mustard seed (Matthew 13: 31-32) with the interactive performance telling the story of a Gardener who plants some small seeds. The journey of the seed is likened to each child. All are invited to journey together as the seed is planted, takes root in the ground and grows to become a mighty tree. Once fully grown the tree battles in a storm but

remains standing despite the knocks from the wind and rain. Finally the tree bears fruit in all its unique colour and beauty.

Our Lady Queen of Heaven Catholic Primary School in Crawley said: Pupils and staff loved the Mustard Seed Experience. Staff commented that it was really nice to spend time with pupils and engage with them on a different level.'

Further details can be obtained from Rise Theatre on 0118 324 7775 or [www.risetheatre.co.uk](http://www.risetheatre.co.uk).

## Upcoming Courses and Events

A summary of the courses for the remaining period of Spring Term 2019 include:

### SPRING TERM 2019

#### JANUARY

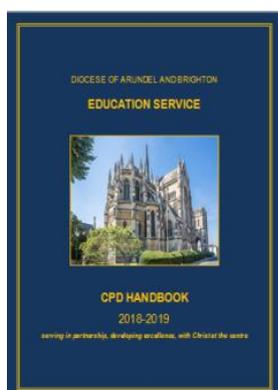
Wednesday	30	Primary Headteachers' Conference Effective School-to-School Support	9.30 - 15.15	DABCEC
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#### FEBRUARY

Wednesday	6	Sustaining Catholic Leadership: Development Day for DHTs / AHTs	9.30 - 15.15	DABCEC
Monday	11	Outstanding Governance: Support and Challenge in a Catholic School	19.00 - 20.30	DABCEC
Wednesday	13	School Business Managers' Forum	10.00 – 12.30	DABCEC
Thursday	14	Primary RE Coordinators' Day (Day 2 of 3)	9.30 - 15.15	DABCEC
Wednesday	27	Aspiring Middle Leaders' Development Day (Day 2 of 3)	9.30 - 15.15	DABCEC

#### MARCH

Friday	1	Primary NQTs' Training (Day 2 of 3)	9.30 - 15.15	DABCEC
Wednesday	27	Secondary RE: Training and support for teachers new to teaching Religious Education	16.00-18.00	DABCEC
Wednesday	27	Clerks' Forum: Regional Training for Surrey schools	10.00 – 12.00	ST PETER'S LEATHERHEAD



Full details of all courses are listed in the Education Service CPD Handbook and on the Diocesan Education Service website at [www.abeducationservice.org.uk/Courses/](http://www.abeducationservice.org.uk/Courses/).

As well as details for individual courses, the website also provides a facility to book on to courses

## CES Model Application Forms

We have been reminded by the Catholic Education Service (CES) concerning the CES model application forms on their website.

Please note that the model forms should not be used as final versions and need to be adapted. The new GDPR regime requires these adaptations are made and the forms have a section specifically for this. The CES have emphasised that it is essential that schools use suitably adapted versions reflecting the specific privacy arrangements that are in place.

The CES is still being contacted by applicants who have been directed by their schools directly to the CES website and to the CES model forms. The CES has asked us to remind our schools to adapt the new forms and host them on their own websites, rather than direct them to the model forms.

## Recent Appointments

NEWLY APPOINTED HEADTEACHERS		
Name	School	With Effect From:
Paula Best Head of School	St Polycarp's, Farnham	September 2018
Paul Gower Head of School	Salesian School, Chertsey	September 2018
Paul Gallagher Acting Head	Annecy Catholic Primary School, Seaford	1 <sup>st</sup> September 2018 (1 year appointment)
Siobhan Andrews Interim Headteacher	St Mary Magdalene Catholic Primary School, Bexhill-on-Sea	1 <sup>st</sup> September 2018 (1 year appointment)
Catrin Jones Interim Executive Headteacher	St Mary Star of the Sea, St Leonards on Sea	1 <sup>st</sup> September 2018 (1 year appointment)
Caroline Rapley Interim Head of School	St Mary Star of the Sea, St Leonards on Sea	1 <sup>st</sup> September 2018 (1 year appointment)

## Current Vacancies

Headteacher Vacancies		
	School	With Effect From:
Headteacher	St Richard's, Chichester	April 2019
Headteacher	St Clement's, Ewell	September 2019
Headteacher	St Joseph's, Guildford	September 2019
Headteacher	St Wilfrid's, Burgess Hill	September 2019
Headteacher	St Polycarp's, Farnham	September 2019
Executive Headteacher	St Mary Star of the Sea, St Leonard's-on-Sea St Mary Magdalene, Bexhill-on-Sea	September 2019

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 (gill.sajnog@dabnet.org or 01293 511130) 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. The updated *Memorandum on the Appointment of Teachers to Catholic Schools* can be found at:

[www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools](http://www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools)