



Archdiocese of Westminster
Education Service
Dedicated to Lifelong Growth of the Whole Person in Faith
BULLETIN

January
2004
1/04

To: Head Teachers and Chairs of Governing Bodies
Items marked do not apply to independent schools*

HAPPY NEW YEAR TO YOU ALL!

We hope that you had a good holiday and that you are returning to the fray rested and refreshed.

DfES letter – Capital Programme for Voluntary Aided Schools*

You may already know about the moratorium which the DfES has imposed on capital funding. The full text of the letter, from Sally Brooks, is enclosed with this bulletin and is available on www.teachernet.gov.uk/voluntaryaidedschools and also on the diocesan website.

We were informed about this before the letter was issued and immediately contacted consultants, so that they could progress schemes quickly, as anything submitted for approval after the 19th December would not be allocated funding in the current financial year and will be a commitment on the year 04/05. As far as we are aware, all the appropriate submissions have been made in time. There are a number of potentially serious implications which will vary from school to school, depending on how you are using your devolved formula capital and/or whether you have a building project on site at present. You are strongly advised to read the letter.

One of the consequences of this development is the likelihood of a reduction in the amount of LCVAP (minor works) funds allocated via LEAs for the coming financial year. This is clearly not good news and the CES and others are making representations to the DfES on this whole matter.

Contact Sally Livesey on 020 7798 9005 or by email at: sallylivesey@rcdow.org.uk

World Youth Day Cross

This is a chance to be involved in a pilgrimage of faith at the very heart of our capital. On **Saturday 10th January 2004** the World Youth Day Cross arrives at St Georges Catholic Cathedral in Southwark at 1pm. It leaves in procession at 3.30pm as a pilgrimage of witness to Westminster Cathedral via Westminster Abbey. At 6pm there is a Mass of celebration at Westminster Cathedral followed at 8pm by a dramatic interpretation of the Station of the Cross entitled 'That we may have life...' It departs at 10.30pm for Brentwood where there is a procession from Brentwood Ursuline School to Brentwood Cathedral at 10am on Sunday 11th January. For more information contact **www.catholicyouthservices.org.uk** This is especially important if you are bringing a group of young people.

CCRS Study Day

The next study day for the CCRS is on Saturday 17th January 2004 at Vaughan House, starting at 10am. The Module is on The Sacraments and the main speaker will be Monsignor Mark Langham, the administrator of the Cathedral. Teachers, catechists and interested adults are welcome. The fee for attending the day only is £6.50 while the cost for the full CCRS unit is £15.00. Participants can register on the day but prior registration is appreciated. Full details on the LILAC page at www.rcdow.org.uk/lilac as well as on the enclosed CCRS leaflet.

(Contact Moira Wilson on 020 8202 3611 or by e-mail moirawilson@rcdow.org.uk)

Governor Training

Governor Training on **Premises Management** and **The Critical Friend Role** can now be confirmed following consultation on venues and dates. Unfortunately, due to the postal strike, the last bulletin arrived in schools later than anticipated, so no training could be scheduled before Christmas as the uptake did not warrant it. A new date has therefore been added. Please see the attached booking forms for further details. All those who have already returned forms will be contacted directly to confirm attendance. Very few people indicated that Vaughan House might be particularly convenient so it has not been included as a venue. If you would like to access training but find that none of the venues is easily accessible to you, then please suggest another venue and date and this will be considered.

Contact Maureen Roe or Sally Livesey on 020 7798 9005 or email: maureenroe@rcdow.org.uk or sallylivesey@rcdow.org.uk

For other Governor Training please see enclosed flyers – NB in particular **Induction Training for New Governors on Saturday 24th January** - bookings to be received by 21st January.

New CES Personnel Procedures – and Planned Workshops

We were very sorry to have to postpone the first of the planned workshops on the revised Disciplinary, Capability, Grievance and Sickness Absence Procedures – because the new procedures had not, after all, been finalised. Pre-Christmas information from the CES was that the procedures were still in ‘final draft’ form. We hope they will be ready early in the new year. We will set up dates for the workshops as soon as we have definite information. Those who booked to come to the workshop in December were notified of the postponement and will be personally informed of the revised date. The February workshop (Saturday, 7th) is ‘on hold’ for the moment. Updated information will follow as soon as possible.

Any queries about the current procedures, or requests for support in applying them, should be addressed to Liz Duffy. (Phone 0207 798 9005 or email: elizabethduffy@rcdow.org.uk)

Towards Leadership in a Catholic School – Thursday, February 12th – Reminder

Enclosed with this Bulletin is a repeat ‘flyer’ for this all-day course which will be held at Vaughan House. It is aimed at teachers who are interested in taking up leadership roles in the future but who are not ready yet for the ‘Aspiring Deputies’ course.

(Contact Maureen Roe on 0207 798 9005 or email: maureenroe@rcdow.org.uk)

'Our Catholic Schools (*Their purpose and Identity*)' – alias 'The Red Book'

It is time to revise this valuable publication. (It was last revised in 1996). This document has traditionally been sent to all teachers applying for teaching jobs in the diocese and to all newly appointed Foundation Governors to help their understanding of the distinctive character of a Catholic school. The Contents has a list of eleven headings – these are enclosed for information and comment.

If you would like to assist in the revision process please complete the attached pro-forma and return it to Maureen Roe by **Wednesday 21st Jan.** Please also indicate whether you would be interested in being part of a small working party.

Contact Maureen Roe on 020 7798 9005 or email: maureenroe@rcdow.org.uk

School Finances and Insurance – Frequently Asked Questions*

Schools are increasingly asking a number of common questions about various issues related to school finances and insurance. Often these seem to be prompted by LEA officials or auditors who do not fully understand the distinctive nature of the financial and charitable regime which applies in voluntary schools. Enclosed is a short guidance note which attempts to give simple guidance on the issues which arise most frequently. Please ensure that copies of this guidance are given to any governors who deal with finance and to any representatives on LEA Schools Forums. Further questions should be directed to: Paul Barber (020 7798 9005 paulbarber@rcdow.org.uk).

SLA Review*

When the SLA for schools was set up, it was agreed to have a review after the first three years. All schools will shortly be receiving a letter from the Bishop about this, together with a report on the SLA and a questionnaire. Your co-operation in completing and returning these questions, together with any other comments you have about the SLA, would be most appreciated.

Proposed Admission Criteria for 2005 – Request for Copies*

Governing Bodies of all maintained schools should be in the process of reviewing their Admission Policies for school entry **2005** as all admission authorities have to consult other admission authorities within an area called "the relevant area" by 1st March. After consultation, admission authorities must determine their admission arrangements by 15th April and notify all those consulted. There is a responsibility on LEAs to determine the relevant area.

Please could all schools send a copy of their proposed 2005 Admission Policy to Maureen Roe. You may wish to do this prior to sending it out for consultation.

Contact Maureen Roe 0207 798 9005 or email maureenroe@rcdow.org.uk

Re-constitution of Governing Bodies*

A reminder that the diocese will liaise directly with all LEAs to ensure that Instruments of Government are revised between September 2004 and September 2006, using the same co-ordination process as in 1999. Fuller guidance will be available to all maintained schools next term. **Governing Bodies need take no action on this matter at present.** If any school considers that there are particular reasons for re-constituting in advance of this timetable, they are asked to contact the Director of Schools for advice **before** taking any steps.

(Contact Paul Barber on 0207 798 9005 or email: paulbarber@rcdow.org.uk)

Coming Events offering Adult Formation

Do keep in touch with the various events and courses offering adult formation and catechesis across the diocese. The Department of Lifelong Learning and Catechesis (LILAC for short) lists opportunities in its website Diary. For details please go to: www.rcdow.org.uk/lilac

At Your Word, Lord

Material is being prepared for use in schools, staff rooms and sixth form groups for the next season which begins on February 22nd 2004. Up to date information is available on the At Your Word, Lord website which is at www.aywl.org.uk

Teacher Recruitment

Head Teachers will find enclosed with this bulletin a list of potential recruits for our Catholic schools. Future lists will soon follow as in mid-December the Education Service was represented at two Recruitment Fairs at St Mary's, Strawberry Hill and The Roehampton Institute. If you know that you are looking to recruit NQTS for September, please contact Maureen Roe with details of posts available.

Contact Maureen Roe on 0207 798 9005 or email maureenroe@rcdow.org.uk

Gatsby Technical Education Projects

You may recall references in recent Bulletins to a possible diocese-wide funded project to enhance science teaching. By Christmas we had only had a small number of schools showing interest and the project is therefore not viable. If anyone is interested in pursuing the national projects further, information is available on the GTEP website: www.gtep.co.uk

If any of you get involved directly, please let Liz Duffy know so that we can share experiences and ideas through the Bulletin. (Phone: 0207 798 9005 or email: elizabethduffy@rcdow.org.uk)

Good News Slot

Congratulations to St Dominic's Primary School in Camden who achieved Investors In People status last July.

Congratulations, too, to Our Lady of the Visitation Primary School in Greenford, Ealing. They have achieved an ActiveMark award from Sport England in recognition of the high level of physical activity they provide for their pupils.

Well done to them both!

Please keep the good news rolling in to Liz Duffy.

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