



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

January
2005
1/05

To: Head Teachers and Chairs of Governing Bodies

Items marked do not apply to independent schools*

The Tsunami

The natural phenomenon of the Asian earthquake and subsequent disaster has been awful and a profound experience for us all. It remains an opportunity for reflection and growth. As educating communities 'called into conversation' we must talk about what has happened to us, how we have been changed and how God has been revealed in this happening. It is a time to encourage questions among adults and the young. It calls us to deepen our grasp of creation theology, of the mystery of our existence on a living planet and in an evolving universe. The disaster has awakened in us a new sense of our common humanity, our vulnerability and our need for greater understanding. It should therefore find an important place in the learning and memory of the school.

Rita Price, Anthony Clarke, Paul Barber.

Admission Issues - Further Guidance and Points For Action

A number of schools have asked us whether the law on interviews has been changed by the recent court case brought by the London Oratory. It has not. **It remains contrary to the Code of Practice for schools to conduct interviews.** A short report of the case is included in the enclosed guidance. The enclosed guidance also includes new information about recent DfES guidance to LEAs and schools about protocols for "hard to place" children. **It is very important that all schools act on this advice.** Finally, the guidance includes some advice for primary schools on the primary co-ordinated admission scheme for admission in September 2006

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 **2006** as all admission authorities have to consult other admission authorities within an area called "the relevant area" by 1st March 2005. After consultation, admission authorities must determine their admission arrangements by 15th April and notify all those consulted. **Please could all schools send a copy of their proposed Admission Policy for school entry 2006 to Maureen Roe.** For a response before March 1st policies must be received by **4th February**. Policies received after that date will be responded to as soon as is possible. Thank you to all those schools that sent policies in before Christmas.

A general point about policies that schools may find helpful is to ensure that the policy is not generic but is dated for the specific year that it applies to. In appeal situations many of our schools have found themselves in difficulties because differing undated policies are in circulation. (*Contact Maureen Roe - Tel: 020 7798 9005 or e-mail: maureenroe@rcdow.org.uk.)*

Workforce Remodelling

A reminder to schools about the diocesan advice on this matter contained in Bulletin 4/04 (July) which can also be seen on our website: www.rcdow.org.uk/education. **Put simply, our present understanding is that it is currently unlawful for a Catholic school to employ Higher Level Teaching Assistants (HLTAs) who exercise any teaching functions.** Catholic schools are not currently included in the National Agreement on Workforce reform, pending discussions between the CES and the National Remodelling Team. However, not all LEAs are fully aware of this problem. We expect further guidance from the CES shortly, and we will pass this on to schools as soon as we receive it. In the meantime, schools facing pressure from LEAs on this front or have any other problems with this issue are asked to contact the Department of Schools. *(For further details, contact Maureen Roe - Tel: 020 7798 9005 e-mail: maureenroe@rcdow.org.uk.)*

Inspection and Self-Evaluation - update

There has been a significant increase in Ofsted inspections, particularly secondary inspections, this term. Thank you to the Section 23 inspectors who have been so helpful in giving their time. We are also anticipating the new inspection arrangements and monitoring the self-evaluation schedules so that they serve their purpose and the three year cycle. We will not issue the ring file and hard copy until we are clearer about the scope of Section 10 and we have consulted across the Catholic dioceses. In the meantime the complete self-evaluation document is on the education website under the Department for Religious Education and Inspection. *(Contact Rita Price or Mike Pittendreich)*

Value Added Data

The Department of Schools is in the process of analysing the latest value-added data for all schools in the diocese. This information is shared, in confidence, with the Education Commission. The average value-added score in KS2 across the diocese increased from 100.5 last year to 100.8 this year. (The KS3 and KS4 data are not comparable across the two years.) Any schools that wish to discuss how the diocesan data can be used for school improvement are encouraged to make contact with this Department. *(For further details, contact Liz Duffy - Tel: 020 7798 9005 e-mail: elizabethduffy@rcdow.org.uk.)*

Forthcoming conferences – reminders and details

Please note the enclosed details including the draft programme of the primary headteachers' conference. *(Contact Rita Price)*

Towards Leadership of a Catholic School – Friday 11th February

This course is aimed at colleagues who may, in the longer term, consider applying for Deputy Headship, but for whom the Aspiring Deputies course is not yet appropriate. This day course is to be held at Vaughan House on **Friday 11th February 2005**. The closing date for applications was 21st January. Anyone wishing to apply after that date should, in the first instance, telephone Maureen Roe to secure a place. The original flyer is enclosed with this bulletin. *Contact Maureen Roe 0207 798 9005 or email maureenroe@rcdow.org.uk*

Reminder: Workshop on CES Personnel Procedures – Saturday 26th February

Please see the enclosed 'flyer' and booking form for this Workshop at Vaughan House which aims to give advice and guidance to Headteachers and Governors on the use of the new (2004) personnel procedures (Disciplinary, Capability, Grievance and Sickness Absence). Applications by Friday 11th February, if possible, please. *(Contact Liz Duffy on 0207 798 9005 or email: elizabethduffy@rcdow.org.uk)*

Capability Procedures for Support Staff

The latest CES Personnel Procedures (2004) do not include a revised capability procedure for non-teaching staff. If it is appropriate or necessary to invoke such procedures, therefore, the old procedure (1998, reprinted with minor amendments 2000) should be used. If you need it and cannot find it, Liz Duffy will send you a copy. (Contact Liz on 0207 798 9005 or email: elizabethduffy@rcdow.org.uk)

CCRS Study Day

The next CCRS Study Day is the module on Jesus Christ at 10am on Saturday 16th April 2005 at Vaughan House (46 Francis St, London SW1). The cost is £15 for the module, £6.50 for the day only. Prior registration is encouraged though people are also welcome to register on the day. Current students are specially asked to register in advance. See the website for further details at www.rcdow.org.uk/lilac (Contact Moira Wilson on 0208 202 3611 or email to: moirawilson@rcdow.org.uk)

Prayer Cards

Included in this mailing are the child's prayer card written specially for the Listening 2004 My Family My Church Project to accompany the Diocesan Conversation Day on pastoral support for the family. The Department for Pastoral Affairs would be most grateful if you could display these in school, leave some in the reception area etc. Books of children's prayers are also available from Sr Laurentia O'Carroll at WAFER. A report is posted on the Department for Pastoral Affairs website.

Freedom of Information Act

A reminder to governing bodies and schools that they need to have a publication scheme in place from Jan 1st 2005. Publication schemes for both primary and secondary schools can be found on our website: www.rcdow.org.uk/education (see Oct 2003 Bulletin). Any individual now has a right to access most information held by a school. (There are of course exceptions related to individuals' details and certain other items.) The DfES has issued guidance to help all parties understand their obligations - see www.teachernet.gov.uk/management/atozf/freedomofinformationforschools/. This website summarises governing body responsibilities. Contact Paul Barber on 0207 798 9005 or at paulbarber@rcdow.org.uk

One issue likely to be of significant interest to governing bodies is the retention of minutes and governing body papers. These should be retained at the school for at least 6 years and then archived rather than destroyed.

(A reminder to clerks: governing body minutes should be forwarded to Maureen Roe.
Contact maureenroe@rcdow.org.uk)

'Safeguarding Children in Education' (DfES Guidance September 2004, Ref: DfES/0027/2004)

The governing body must:

- make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children receiving education at the school, and
- in considering these arrangements, have regard to any guidance given from time to time by the Secretary of State.

The key action points for governors are to ensure that appropriate child protection arrangements are in place and that there is a nominated child protection governor Reference should be made to the DfES guidance 'Safeguarding Children in Education' and any guidance available from your LEA.
Contact Maureen Roe (0207 798 9005 email maureenroe@rcdow) re policy issues and Liz Duffy (0207 798 9005 email elizabethduffy@rcdow.org.uk) re incidents connected with staff.

Reminder: the Child Protection Officer for the diocese is Peter Turner 020 8969 5305

A Guide to the Law for School Governors

The first set of amendments to A Guide to the Law for School Governors 2004 was made in July. All versions of the guide on GovernorNet have been amended, including the word and pdf attachments. To ensure the Guide remains as current as possible, the DfES intends to produce amendments termly. As a consequence of this, and in keeping with the Government's desire to move towards electronic communication, it will no longer be possible to produce and distribute paper-based amendments of the Guide.

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

Governor Training: Training for the Performance Management of the Head-teacher

The next half- day session (10 am-1 pm) will be on Saturday 18th June 2005 at the Niland Centre, Bushey. A flyer and booking form is enclosed.

Changes to the Financial Administration of DfES Funded Building Projects

Enclosed with this bulletin is a letter from John Lee in the Finance Office detailing certain changes in the financial administration of DfES grant funded building projects. These changes come into effect from 1st April 2005. If you have any questions relating to this change contact John Lee on 020 7798 9168 or email: johnlee@rcdow.org.uk

Governing Body Reconstitution

The diocese has been talking to LEAs about the timing of the reconstitution of governing bodies. We will shortly be writing to those schools whose LEAs have agreed an early date for reconstitution with full guidance about the process. We will follow that up by informing all other schools of the timetable agreed with the remaining LEAs to ensure that the process is completed for all schools by the deadline of September 2006. We do appreciate schools' patience in this matter, so that we are able to keep the process a manageable one. (For further enquiries, contact Paul Barber - Tel: 020 7798 9005 e-mail: paulbarber@rcdow.org.uk.)

Prayertime A

This is the name of the book recently published by At Your Word Lord in conjunction with RENEW in New Jersey. This book is made up of 60 Faith-Sharing Reflections on the Sunday Gospels and feast days for the next Liturgical year starting from the 1st week of Advent 2004. At the back of the book it lists the dates of the Church's year for the A cycle for 2005 and again for 2008.

It will help those involved with children's liturgy as it provides questions and insights for each Sunday's gospel which those adults preparing the children's liturgy will find useful and stimulating for them as adults. It provides a meeting structure which allows young adults and adults to have a resource for a meeting that links into the cycle of the lectionary. At Your Word Lord is able to offer parishes a 25% discount for 5 books or more, when purchasing them via the parish account. The retail price is £6.99 each, available from St Paul's bookshop.

Liturgical Newsletter

The news sheet Spirit of the Season for Winter and Lent 2005 is available at <http://www.liturgyoffice.org.uk/SOS> The latest newsletter of the Lifelong Learning and Catechesis Department is at <http://www.westminsterdiocese.org.uk/lilac/newsletterdec04.pdf>

BULLETIN SUPPLEMENT

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Teacher Recruitment and Pay Matters

Headteachers will find enclosed with this bulletin the usual list of potential recruits. In addition, the 2004 Pay and Conditions Document information - on: Management posts; Recruitment and Retention allowances; Upper Pay Spine; Pay Policy - is attached to this bulletin. *Contact Maureen Roe on 0207 798 9005 or email maureenroe@rcdow.org.uk*

The Cardinal's Coat of Arms for School Signs

From time to time schools request a pre-printed "sticker" of the current Cardinal's Arms large enough for School Signs. These were available under the previous Cardinal. Having investigated different materials, we have come up with a specification that should last longer than the previous version. We are now having a batch of these printed and they will be available in a few weeks. They will cost £10 each. *(For further information, or to order one or more, contact Greeny Longville - Tel: 020 7798 9005, e-mail: greenylongville@rcdow.org.uk.)*

Good News Slot

Congratulations to the following members of our diocesan education community who appeared in the **New Year's Honours List** : **John Malynn OBE**, governor at **St Aloysius College, Islington** (he also works at the DfES); **Margaret Kerr MBE**, teaching assistant at **St Edmund's Primary, Millwall** (she was Teaching Assistant of the Year for London at the Teaching Awards in 2003); **Pam Singh OBE**, recently retired Head of **Pope John Primary School, White City** (and member of the Education Commission); **Raymond Cooper MBE**, former site manager at **Sacred Heart High School, Harrow**. **Well done to them all** – and many thanks for their services to Catholic education in our diocese.

Ofsted's Hall of Fame: Congratulations to the following schools who were recognized in Ofsted's recent list of the 234 "Best of the Best" schools: those who have received the distinction of being **named in HMCI's annual report on two occasions**: **John F Kennedy School**, Herts; **Convent of Jesus and Mary Language College**, Brent; **La Sainte Union Convent**, Camden; **The London Oratory School**, Hammersmith and Fulham; **St Mark's School**, Hounslow; **St Aloysius Infants**, Camden; **St Francis de Sales Infants**, Haringey; **St Joseph's Primary**, Westminster

Value-Added Tables, KS2-KS4: Among maintained schools nationally (ie not counting independent schools) 2 of our schools appear in the **Top Twenty**: **St Michael's Grammar** in Barnet and **Sacred Heart High School** in Hammersmith. **Congratulations!**

In the same set of 'league tables', the list of **'Most Improved Schools'** (again, maintained schools only) includes 2 of our schools in the **top 90** in the country: **St Michael's**, Watford and **St Aloysius College**, Islington.

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Good News Ctd

On a very different note, **well done** to **St Michael's Primary School**, Ashford, Surrey, who raised **£1750 in 3 days to buy a fishing boat** for families affected by the Tsunami. They hope to call the boat 'St Michael', according to the School Council, "to guard them at sea". Thank you to all schools for their efforts and prayers on behalf of those who have lost so much.

Congratulations to

- **St Raphael's Primary School**, Ealing, which has been awarded the 'Active Mark';
- **Our Lady of the Rosary Primary**, Staines, who have been awarded 'Investors in People'
- **John F Kennedy School**, Hemel Hempstead, who have received **IIP re-accreditation** (having first achieved Investors in People in 1995)
- **Bishop Challoner Catholic Collegiate School**, Tower Hamlets, who have won a **London FA Charter Standard Schools Award**.

Well done to them all.

Please keep the good news rolling in to Liz Duffy.

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