



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

**May**  
**2004**  
**3/04**

**To: Head Teachers and Chairs of Governing Bodies**

*Items marked\* do not apply to independent schools*

### **Listening 2004**

On behalf of the Cardinal, Bishop Longley, Chairman of the Pastoral Affairs Department, invites you to share your views about life, family and related matters. A copy of his letter circulated to all our parishes and communities for May 16<sup>th</sup> is enclosed, together with the questionnaire leaflet from the Bishops Conference. In schools, we think it is important that you should know about this sounding that the Bishops are taking. May we suggest that, individually, students at sixth form level and staff might respond – all replies are anonymous and confidential. Could you also bring it to the notice of the parents, indicating that, if they wish, they can reply either to the leaflet they receive in church or via the website. Primary pupils might make up prayers for families, taking them home. Sr Laurentia also would be happy to receive these to share them more widely – send them to her at WAFER, 121 Thornbury Road, Isleworth, London TW7 4ND. This sounding could be brought up in class with secondary pupils when dealing with marriage and family in the curriculum. The website address of Listening 2004 is: [www.listening2004.org.uk](http://www.listening2004.org.uk) or contact [edmundadamus@rcdow.org.uk](mailto:edmundadamus@rcdow.org.uk) (Edmund Adamus, Department of Pastoral Affairs, Archbishops House, Ambrosden Avenue, SW1P 1QJ. Tel 0207 798 9364)

### **Review of the Service Level Agreement**

Earlier this year, Bishop George Stack, bishop responsible for education, wrote to every school asking them to complete questionnaires about the service level agreement with the Education Service. He also included a check-sheet detailing the data held by the diocese. To date there have been eighty responses to this letter, representing about a third of the schools. The feedback received has been very informative and helpful. In view of the response so far, the Bishop has agreed to extend the deadline for the return of the questionnaires so that we are confident that we have as full a picture as possible. Please return the forms in the stamped addressed envelope which was provided by 25<sup>th</sup> June at the latest. If you have mislaid the documents, please contact this office.

*Contact: Mike Pittendreigh (7798 9190) [mikepittendreigh@rcdow.org.uk](mailto:mikepittendreigh@rcdow.org.uk)*

### **Appointing Practising Catholics as Headteachers and Deputy Headteachers**

Governing Bodies are reminded that it is essential to recruit practising Catholics to the post of Headteacher and Deputy Headteacher in Catholic Schools as they are the spiritual leaders of these communities. Other Christians in sympathy with the ethos are playing very valuable roles in our schools, but they are not eligible for these posts. Please beware of any pressure on this matter from any source (in some instances, such pressure has come from the LEA, for example) and let Liz Duffy or Paul Barber know immediately if it occurs. (*Contact Liz Duffy on 0207 798 9005 or email: [elizabethduffy@rcdow.org.uk](mailto:elizabethduffy@rcdow.org.uk)*)

## **Staff Changes in the Schools Department**

As from the 1<sup>st</sup> May, Sally Livesey is working part time – Mondays, Tuesdays and Wednesdays. The work will be shared with Mike Pittendreigh, so please contact Mike or Sally.

## **Staff Changes in the Department for Religious Education and Diocesan Inspection**

The department welcomes the appointment of Mr. Chris Cahill, at present Head Teacher at St. Thomas More Catholic School, Wood Green, as an Adviser for Religious Education and Diocesan Inspection. Chris will take up his appointment in September 2004 and will be working with secondary schools and colleges.

Sr Sheila Mc Namara plans to be away in Rome for the Autumn Term 2004 while she is preparing to take her final vows. Sheila will resume her work in the Diocese on 1 January 2005.

[ritaprice@rcdow.org.uk](mailto:ritaprice@rcdow.org.uk)

## **Building Consultants**

Most schools now benefit from the services of a building consultant and we are keen to evaluate the effectiveness of the service offered to schools. Attached to this bulletin is a copy of the service specification, together with a questionnaire in which you are invited to express your views. This will help us, in conjunction with the consultants, to improve the level of service offered. We would be very grateful to receive your completed questionnaire by 25<sup>th</sup> June 2004.

*Contact: Mike Pittendreigh (7798 9190)*

## **CES Personnel Procedures**

The revised Capability, Disciplinary and Grievance Procedures from the CES are now available on the CES website: [www.cesew.org.uk/publications/index.htm](http://www.cesew.org.uk/publications/index.htm). (Click on 'legal publications'). The diocesan contact for all related matters is Liz Duffy. *Contact Liz on 0207 798 9005 or email: [elizabethduffy@rcdow.org.uk](mailto:elizabethduffy@rcdow.org.uk)*

## **Extra Workshop on CES Personnel and Diocesan Complaints Procedures**

Two workshops were offered in the last Bulletin (May 14<sup>th</sup> and July 10<sup>th</sup>). The first coincided with SATs week and was therefore difficult for some primary headteachers. A third date is now available – Wednesday 30<sup>th</sup> June. Please see enclosed flyer. Places are also available on Saturday 10<sup>th</sup> July.

*Contact Liz Duffy on 0207 798 9005 or email: [elizabethduffy@rcdow.org.uk](mailto:elizabethduffy@rcdow.org.uk)*

## **CCRS Study Day**

The next study day for the CCRS is on Saturday 18<sup>th</sup> September 2004 at Vaughan House, starting at 10am. The Module is on the Old Testament. 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. This study day is an ideal point to start the CCRS. Participants can register on the day but prior registration is appreciated. Full details on the LILAC page at [www.rcdow.org.uk/lilac](http://www.rcdow.org.uk/lilac) (Contact Moira Wilson on 020 8202 3611 or by e-mail [moirawilson@rcdow.org.uk](mailto:moirawilson@rcdow.org.uk) )

## 14 – 19 Developments

Schools and colleges will have received the 'CES 14 –19 Toolkit', containing papers about the Church's role in 14 -19 education. The papers are there to underpin developments in the 14 – 19 area.

The CES recently asked for financial support for the appointment of an interim 14 – 19 Adviser. Schools and colleges that have not yet replied to the CES are asked to consider their response and, if possible, to support this request.

*(Contact Rita Price on Religious Education matters and Paul Barber on other matters)*

## In-service Courses and Meetings remaining for the Summer Term 2004

Thank you to everyone who contributed to the Primary Headteachers' Conference and who made it such a success.

Colleagues are asked to note the events that are remaining for the rest of the term, details of which are enclosed. ([ritaprice@rcdow.org.uk](mailto:ritaprice@rcdow.org.uk))

## Pax Christi Education Pack

Secondary schools and colleges considering the contemporary situation in the Middle East with their students may find the latest education pack from Pax Christi very helpful.

"Living Under Occupation: daily life for the people of Palestine" explores various issues such as soldiers and conscientious objection, the wall/barrier; and peacemaking initiatives in the region. It comes as a set of information sheets, each of which carries a story, background information and reflection, together with maps.

*Copies, price £6.00 plus postage are available from Pax Christi , St Joseph's, Watford Way, Hendon NW4 4TY Tel 020 8203 4884 Further information from [p.gaffney@paxchristi.freeserve.co.uk](mailto:p.gaffney@paxchristi.freeserve.co.uk) or [peterward@rcdow.org.uk](mailto:peterward@rcdow.org.uk)*

## Teacher Recruitment

Head Teachers will find enclosed with this bulletin a list of potential recruits for our Catholic Schools. It would be helpful to know how useful these lists are in the recruitment process. Any feedback welcomed.

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

## Admissions

Thank you to all those schools that have sent in a copy of their Admission policy for school entry 2005 –2006. It was not possible to respond to policies received at the end of March, or after, to meet the April 15th deadline for the determination of the rules for 2005 –2006. However, all policies are in the process of being responded to and it is hoped that any comments made will be fed in to ongoing discussions about admissions arrangements.

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

## Exclusions

Enclosed with this bulletin please find a copy of *The Exclusion of Pupils, Guidance for Governing Bodies*. Issued: May 2004. This replaces *The Diocesan Guidance on Exclusions* published in December 1999.

*Contact Maureen Roe on 207 798 9005 or email: [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk)*

This guidance is on The Diocesan Web-site: [www.rcdow.org/education](http://www.rcdow.org/education)

## Governor Training

Performance Management Training for Governors: Saturday 19<sup>th</sup> June at The Niland Conference Centre, Bushey Herts. Flyer enclosed with this bulletin. The course is aimed at governors who are responsible for (or could be responsible for) reviewing the performance of the headteacher.

Closing date: **Monday 7th June.**

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

## Clerk to Governing Body

To all Primary Schools in Barnet, Brent, Harrow – Clerk available to take on one more Primary School in any of these areas. For further details contact Maureen Roe on 0207 798 9005 or email: [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk)

## Re-Constitution of Governing Bodies\*

A reminder, as given in the **January Bulletin/04**, 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, as indicated, will be available later this term. **Governing Bodies need take no action on this matter at present.** If schools find that they are being put under any pressure by LEAs to re-constitute please ask the LEA concerned to contact the diocese directly. If any school considers that there are **exceptional** 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](mailto:paulbarber@rcdow.org.uk))

## School Governance (Constitution, Procedures ) ( England ) (Amendment) Regulations 2004(SI 2004/405) – Quorum\*

These regulations came into force in England on 1 April 2004 and make minor amendments to the School Governance (Constitution)(England) Regulations 2003. The changes to the 'Procedures Regulations' make it easier to achieve a quorum in a school governing body meeting. Instead of ' half of the total number of governors when complete', the quorum requirement is now just 'half of the actual number of governors'.

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

## Remodelling the Workforce\*

The National Remodelling Team is currently in discussions with the CES about how this work impacts on Catholic Schools. We are aware that some LEAs are substantially in advance of others in advising schools on the implementation of workforce reform. In a Catholic school there are essential safeguards which need to be in place as part of any implementation of these new arrangements. If your governing body is receiving advice from your LEA on this topic, please ensure that the LEA is in dialogue with us on the nature of these safeguards BEFORE undertaking any implementation in your school.

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

## Consultations on Proposals for a Six-Term Year

Apologies for the delay in the appearance of this diocesan discussion paper on our website. It has now been uploaded and is available at [www.rcdow.org.uk/education](http://www.rcdow.org.uk/education). Your contributions and views are most welcome.

# **BULLETIN**

*(Supplement)*

**May 2004**  
**3/04**

## **Walk a Mile in their Shoes: Pilgrimage March: Wednesday 7 July 2004**

On 7<sup>th</sup> July 2004, Year 12 students from diocesan secondary schools will take part in the first annual pilgrimage march from Tyburn to Westminster Cathedral in aid of The Catholic Children's Society (Westminster)'s work with children and families. It is highly appropriate that funds raised in this way should help disadvantaged young people in London because this Pilgrimage March is to be dedicated to St John Southworth, whose body lies in the Cathedral and who worked hard for the poor and disadvantaged in London before being martyred at Tyburn 350 years ago. Starting with a dedication at Tyburn Convent, the marchers will set off across Hyde Park en route to the Cathedral. There they will be greeted by the Cardinal who will preside over a celebratory pilgrimage liturgy and will welcome a congregation composed of student and adult members of schools across the diocese.

The Cardinal and Cathedral are keen to mark the anniversary year of St John Southworth in this unique way and look forward to excellent representation from Diocesan Secondary schools. Schools taking part so far are: Convent of Jesus & Mary Language College, St Joan of Arc, Cardinal Pole, The Cardinal Vaughan Memorial School, Nicholas Breakspear, St Anne's Catholic High, St Martha's Convent School and The Douay Martyrs School.

Everyone is welcome at the Pilgrimage celebration, particularly those associated with education across the diocese. Please let us know if you plan to attend. Additionally, if there are any secondary schools or colleges with students in Year 12, or perhaps Year 10, who might like to be involved in the march, even at this late stage, contact either Audrey Barnett or Peter Ward. Similarly, schools that are unable to take part this year in the Pilgrimage March but which might like to consider taking part next year please contact us for further information. Audrey Barnett 020 8969 5305; [audreyb@cathchild.org.uk](mailto:audreyb@cathchild.org.uk) or Peter Ward on 07831 862738 or email: [peterward@rcdow.org.uk](mailto:peterward@rcdow.org.uk)

## **Local Catechist and Adult Formation**

Details of local training for catechists and adult formation opportunities are to be found in the diary and under individual catechetical advisers' names on the website of the Lifelong Learning and Catechesis Department – to be found under Education on the front page of the Diocesan website at [www.rcdow.org.uk](http://www.rcdow.org.uk).

## LCVAP (Minor Works) Allocations

As previously indicated, the levels of funding to LEAs for this budget have been significantly reduced. The final figures were released just after Easter and indicate a reduction of between 60 and 70% of the originally indicated figures. This has meant that many projects, which would otherwise have been able to proceed, have not been approved. This is very disappointing for everyone. In some LEAs it has meant we have not been able to start any new projects at all, as the amount of money for committed schemes from the 03/04 year were such that no spare funds were available. A list of the projects approved will be circulated with the next issue of this bulletin.

Contact: *Sally Livesey (7798 9185) or Mike Pittendreigh (7798 9190)*

## Asbestos and the Duty to Manage

The Control of Asbestos at Work Regulations 2002 introduced new duties on schools to protect those who come into contact with asbestos knowingly or accidentally, such as maintenance workers who are often not aware that they are working on materials containing asbestos. Schools are advised to refer to the Royal Institution of Chartered Surveyors website ([www.rics.org/asbestos](http://www.rics.org/asbestos)) which gives helpful guidance in this area, particularly the "Duty to Manage".

Contact: *Sally Livesey (0207 798 9185) or Mike Pittendreigh (0207 798 9190)*

## Good News Slot

Congratulations to **Blessed Dominic Primary School**, Barnet, for achieving **Investors in People** status and to **St Thomas of Canterbury Primary School** in Fulham for their glowing second IIP re-review.

Well done, **St Martin de Porres Primary School** in Haringey on achieving a **Sport England Silver Activemark Award**. Special Mention, too, for the energy of **Liz Worrell, Head of Guardian Angels Primary School** in Tower Hamlets, who ran the **London Marathon!**

Congratulations to **Sacred Heart High School, Hammersmith**, on achieving **Training School Status**.

**Please keep the good news rolling in to Liz Duffy.**

Vaughan House 46 Francis Street London SW1P 1QN Tel: 020 7798 9005 Fax: 020 7798 9013

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