



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

**September**  
**2004**  
**5/04**

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

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

### **Welcome Back!**

We hope everyone has returned rested and refreshed and that the new school year will be happy and successful.

### **Welcome to New Colleagues**

Welcome to all colleagues who are beginning a new phase in our schools, whether as teachers, support staff or governors. We hope your new role will prove enjoyable and fruitful.

Special welcome – and Congratulations - to the new Headteachers in our diocese who took up their posts this September:

- Ann Cassidy, St Bernadette Primary, London Colney
- Irene Ciapryna, St Joseph Junior, Hendon
- Philip Gibbs, Divine Saviour Primary, Abbots Langley
- Patrick Harty, St Dominic Sixth Form College, Harrow
- Colm Hickey, St Thomas More Secondary, Haringey
- John Murphy, St Vincent's Primary, Ealing
- Alphonsus Reilly, St Mary's Primary, Kilburn
- Matthew Ringham, Our Lady's Primary, Tower Hamlets
- Gillian Scannel, St John Fisher Primary, Ealing
- Evelyn Ward, Holy Rood Junior, Watford
- Gill Wickham, Pope John Primary, White City

May their leadership and ministry benefit their whole school community.

### **At Your Word Lord, Season III**

The materials for Season III are now being sent to schools. The new season begins on 3rd October, 2004. Schools and colleges are reminded to include the Sunday readings in assemblies and in prayer gatherings. There are good support materials for the small communities and schools are strongly encouraged to take part. Please see recent correspondence sent to schools. (*Contact Rita Price*)

## Continuing Professional Development, Training and Workshops 2004-05

### Department of Religious Education and Diocesan Inspection

The booklet of meetings and training arranged thus far has been sent to schools and colleges along with information to encourage involvement. The full text of the handbook is available on the web under the Department of Religious Education and Inspection. [www.rcdow.org.uk/education](http://www.rcdow.org.uk/education).

Contact: Rita Price

### Department of Lifelong Learning and Catechesis

The Department has published a Handbook of Courses. Copies are available from the department secretary @£2. One of the key aims is to consolidate the diocesan expectation that all catechists and those involved in adult education should follow at least 10 hours training a year, maintaining a portfolio of what they have completed. The full text of the handbook is available on the web at [www.rcdow.org.uk/lilac](http://www.rcdow.org.uk/lilac) The September newsletter is also available at the same address.

### CCRS Study Day

The next CCRS Study Day is on the Old Testament at 10am on Saturday 18th September 2004 at Vaughan House, 46 Francis St, London SW1. The cost is £15 for the module, £6.50 for the day only. This module is an ideal place to start the CCRS and schools and parishes are encouraged to promote it to their staff. Prior registration is encouraged though people are also welcome to register on the day. See the website for further details at [www.rcdow.org.uk/lilac](http://www.rcdow.org.uk/lilac) Contact Moira Wilson on 020 8202 3611 or [moirawilson@rcdow.org.uk](mailto:moirawilson@rcdow.org.uk) by email.

### Department of Schools

Courses offered jointly with the Department of Religious Education and Diocesan Inspection are included in the booklet referred to under that heading above. Some courses offered by the Department of Schools follow here and more will be advertised in the Bulletin through the school year in response to need and new developments.

**Aspiring Headteachers and Aspiring Deputy Headteachers.** Please find enclosed again the flyer advertising the forthcoming courses, together with an application form. The **closing date for the Aspiring Deputies** is Tuesday 7th December. **The closing date for the Aspiring Heads has been extended** to Friday 1st October. These courses are organised jointly by the dioceses of Brentwood, East Anglia, Northampton and Westminster. *Please contact Janet Simmons on 01277 265284 on administrative matters. The Westminster contact is Maureen Roe 0207 798 9005*

### Towards Leadership of a Catholic School

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. See attached flyer and booking pro-forma.

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

An **Induction Day for new governors**, and those needing a refresher, is planned for Saturday 11th December 2004, at Vaughan House. For further details see attached flyer and pro-forma.

**CES Personnel Procedures** – in response to feedback from training offered last term, **workshops** in the use of Capability, Disciplinary, Grievance and Sickness Absence Procedures will be offered on Friday 12<sup>th</sup> November 2004 and Saturday 26th February 2005 (the same course on each day). The section on Complaints will be offered as a separate Workshop (see below). Please see attached flyer and pro-forma. *(For information or for support in using these procedures, contact: Liz Duffy on 0207 798 9005 or email: [lizabethduffy@rcdow.org.uk](mailto:lizabethduffy@rcdow.org.uk) )*

## Department of Schools – courses ctd

**Workshop on Handling Complaints** – using the Diocesan Procedure – will be offered on Monday 6<sup>th</sup> December. See enclosed flyer and application form. *(For information about the Workshop or for support in using the procedure, contact Liz Duffy as above)*

**Training for the Performance Management of the Headteacher** - the next half-day session (morning) for governors will be on Saturday 18th June 2005 at the Niland Centre, Bushey. Booking form to be enclosed in a future bulletin. In addition, as offered in the July Bulletin, a cluster of schools may wish to prepare for this important responsibility by requesting their own training – on offer for this term only.

More **general Governor Training** for a cluster of schools is available on request. This is also available to individual schools where appropriate and subject to availability.

*All governor training queries, unless stated otherwise, to Maureen Roe on 0207 798 9005 or email [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk)*

## Admissions

**The PAN–London Co-ordinated Secondary School Admissions Scheme** is now in process in all LEAs across the diocese. This cross-LEA co-ordination, with a common timetable and a common offer date, will, we hope, increase the likelihood of parents' obtaining a Catholic education for their child. Enclosed with this bulletin is an information sheet about the process, to give to parents who have children transferring to secondary school in September 2005. Primary schools may find this helpful.

The Department of Schools has an officer representative on every LEA Admission Forum in the diocese, together with local representation by many of our governors, so we have a voice as well as up-to-date knowledge of any implications and issues for our schools and parents. Please therefore let us know if you are experiencing any difficulties with admission issues.

*(Any queries, information, feedback and support for Secondary Transfer, Coordinated Admissions or general admission issues contact Maureen Roe on 0207 798 9005 or email [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk))*

## Admission Policies

In the autumn term, or very early in the spring term, **all governing bodies** should review 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 1<sup>st</sup> March 2005. After consultation, admission authorities must determine their admission arrangements by 15<sup>th</sup> April 2005 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 2006 admission policy to Maureen Roe when it has been reviewed so that the diocese is part of the consultation process.

**General reminder to secondary schools with a sixth form:** please remember to publish a separate admission policy for entry to Year 12 as outlined in the Code of Practice on Admissions and ensure that both parents and students (especially Year 11) are aware of the criteria for entry.

A reminder that **more detailed guidance** is available on our website: [www.rcdow.org.uk/education](http://www.rcdow.org.uk/education) - this can be an important source of information for parents too.

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

## School Building Matters

### **Devolved Formula Capital (DFC) DEADLINE: 24<sup>TH</sup> SEPTEMBER 2004**

Schools will have received a letter (dated 6<sup>th</sup> July 2004) from the DfES which includes a detailed DFC statement. The department is asking that schools complete a form (in Annex B) stating whether the school intends to claim the grant this year. **This form has to be returned by 24<sup>th</sup> September 2004** – there is a clear implication that the money will be lost otherwise. Please also check whether the statement indicates that your school is liable to lose money under the “Three Year Rule” if it is not claimed by 11<sup>th</sup> March 2005.

### **LCVAP**

Enclosed with this bulletin is a letter inviting bids for projects to be funded via the LCVAP (Locally Co-ordinated Voluntary Aided Programme). If you want to submit a bid for a building project, which cannot be afforded from your devolved formula capital, then please read this letter and complete the attached form and return as requested.

### **Targeted Capital Fund (Large Schemes generally over £400,000)**

We are told that last year's bids were of a high standard and that many of the relatively high scoring bids did not get approved because of the demand. They have therefore decided that this year's round – for funding starting in 2005/06 financial year - will be a reconsideration of last year's unsuccessful bids. There will be no new TCF bidding round this autumn and, in future, the bidding process will take place every other year.

If you want your school to be considered in the next round, for funding to commence in 06/07, it is not too early to start thinking about this during the autumn and spring, as a good bid takes a considerable time to prepare.

### **Excepted Buildings Funding**

The financial data we have received from the DfES indicates that many of our schools have not used up the money they were allocated for upgrading those areas which were formerly the responsibility of the LEA (mainly school kitchens). This was funded at 100% rather than 90%, but its value reduces the longer it remains unused. Schools are urged therefore to commit this funding for the purpose for which it was allocated, even if it was only a small amount. Many schools have used this as a contribution to undertaking other alterations in the school kitchen, with general benefit to the school.

### **Clustering**

Some schools have difficulty in using up all their devolved formula capital – for example, if they have problems raising the 10% due to other commitments. Under the ‘three year rule’ it is lost unless claimed by a certain date. On the other hand, some school projects have experienced significant problems when a project costs more than the estimate, often for genuinely unforeseen reasons, such as unexpected planning requirements. The reduction in the LCVAP funds has exacerbated this situation.

The DFES allows clustering arrangements to take place, so that a school can agree to pass some of the money which they cannot use (and would otherwise go back to the Treasury) to a named school project in urgent need of additional funds. Schools which look as if they are in danger of losing some of their DFC may be approached by the diocese, to see if the governors would agree to using this to help other schools, if they are not able to spend it themselves.

# **BULLETIN 5/04**

## *(Supplement)*

### **Personnel Issues and Reminders**

Please may we remind schools again of the **importance of using only CES application forms/contracts and CES personnel procedures**. The two go together. They are the only ones that make sense in a Catholic voluntary aided school and we recommend them to independent schools, too. Some LEAs forget the difference between the community and voluntary aided sectors and you may, therefore, sometimes find matters proposed by your LEA for discussion at a governing body meeting that are inappropriate to our schools (for example, recently, discussion of the LEA's personnel procedures – capability, disciplinary, grievance, sickness absence). LEAs may also at present be suggesting that governors should delegate all appointments and dismissals to the Headteacher: this is inappropriate in a school where the governing body is the employer and even more particularly in a Catholic school, where the foundation governors have a special responsibility to preserve and develop the Catholic character of the school. This duty is explicitly reflected in the CES procedures. If any school has given LEA contracts to their staff or has any concern or doubt about LEA suggestions on these matters, please contact Liz Duffy for advice.

**The 2004 CES Procedures** have been 'tidied up' and slightly revised. They are available at [cesew.org.uk](http://cesew.org.uk) – click on 'About CES', then 'Publications', then 'Legal'. **Application Forms** are also available on the same website. Best advice is to download them when you need them rather than stockpiling them, as they are updated on the website when there are changes in the law. For details of **Workshops on these procedures**, please see the enclosed flyer.

### **Governing Body Lists**

To ensure that our database is kept up to date, all governing bodies, through the clerk, are asked to send to the diocese a full list of their governing body. Please include each category of governor with their term of office, the name of the Chair and Vice Chair. It is appreciated that the latter could change at the first governing body meeting in the Autumn term. It is **essential** that the diocese should be advised whenever a new chair/vice-chair is elected. Many clerks very helpfully include an updated list of governors when they forward the governing body minutes to Maureen Roe.

Contact Maureen Roe 0207 798 9005 or email [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk); or Monica Fuller (Foundation Governor Co-ordinator) 0207 798 9005 (Monica is in the office on Tues and Fri only) email [monicafuller@rcdow.org.uk](mailto:monicafuller@rcdow.org.uk).

### **The Changing Face of Family Life – Saturday 16<sup>th</sup> October, 10.30-3.30**

Michael Quinn, the founder and author of the Family Caring Trust Parenting Programmes, will be speaking on THE CHANGING FACE OF FAMILY LIFE in Westminster Cathedral Hall, Ambrosden Avenue. Refreshments from 10:00 a.m. Bring a packed lunch. Further details in enclosed letter and leaflet. Please book using enclosed application form.

### **Challenge Team UK**

Please see the enclosed flyer distributed by the Archdiocese of Westminster Department for Pastoral Affairs. The Team tours schools with a message of chastity and faithfulness for young people.

## **The Catholic Children's Society (Westminster)**

Dates for your diary from Audrey Barnet of the Society:

- **Monday 6<sup>th</sup> December 2004 2.00pm**

Children's Carol Service – Westminster Cathedral

- **Tuesday 28<sup>th</sup> June 2005 2.00pm**

Good Shepherd Mass – Westminster Cathedral

- **Week commencing 4<sup>th</sup> July 2005**

'Walk a Mile in Their Shoes' Pilgrimage March (see flyer)

## **Good News Slot**

**Belated but very warm Congratulations** to **Sir Michael Wakeford OBE**, Chair of Governors at **Guardian Angels Primary School** and Vice-Chair of Governors at **Blessed John Roche School**, both in Tower Hamlets, who was created a **knight bachelor** in the Birthday Honours List for services to education.

**Congratulations** to all of the schools who feel that they have made good gains in recent examinations in Religious Studies. One special commendation received by **The London Oratory**, Hammersmith and Fulham, was for eleven pupils (from among the Boards' 30 highest scoring), who gained maximum possible marks.

**Congratulations** to the following secondary schools who have been awarded **Specialist School status: Nicholas Breakspear**, St Albans (**Sports**); **Cardinal Vaughan**, Kensington (**Mathematics and ICT**); **St Thomas More**, Chelsea (**Languages**); **Douay Martyrs**, Hillingdon (**Engineering**). **Well done** to them all.

**Well done, too**, to **St Aloysius Infants School**, Camden, for achieving an **Arts Mark Gold Award**; to **St Alban and St Stephen Infant and Nursery School**, St Albans, on receiving a **Healthy Schools Award**; and to **St Mary's Primary School**, Uxbridge, who have been awarded the **Basic Skills Quality Mark**.

**Congratulations to them all.**

**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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