



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

October
2005
5/05

To: Head Teachers and Chairs of Governing Bodies

Items marked do not apply to independent schools*

From Paul Barber, the Director of Education

I welcome you all back to a new academic year, hoping you were refreshed by the summer break that is already becoming a distant memory. This year does not look like being any less exciting in the education world. The government, accused recently of “serial meddling” by one of its former Education Secretaries, does not seem to have a diminished appetite for ever more initiatives. We already have two new Codes of Practice on Admissions to respond to in the next few weeks (more of which later) and a white paper and yet more legislation promised in the Autumn. There is a need for the whole of the Catholic sector to work together coherently to protect the rights of Catholic schools over the coming months.

I also need to bring you up to date in our moves to create an Education Service which can better serve the needs of Catholic education throughout the diocese. The first phase of our restructuring took place over the summer, implementing the decisions made by the Education Commission in July. Although there were inevitable delays caused by the summer holidays, we have successfully managed to fill all of the key new posts internally whilst avoiding any redundancies. A chart, showing the new structure, is enclosed with this bulletin. We are now advertising the resulting vacancies for two primary advisers and looking to fill the gaps in our secretarial support. The post of Capital Strategy Manager will also become vacant later this term, as Sally Livesey is retiring.

The second phase of our restructuring is now well underway. We are working out the details of how the various teams work in practice, and putting in place a communications structure which will enable the Service to work as a coherent whole. By the end of this term we will have allocated more firmly all of the lead responsibilities for each aspect of our work. In January we aim to issue detailed information on this so that every school, college and parish will be clear who is their first port of call, and to whom they can turn for every issue. We are also committed to continuing our service to you during this term, so we are grateful for the additional help of Ian McGibbon and Sr. Vicky who are assisting us this term with various aspects of our work whilst we still have some vacancies.

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 head teachers in our diocese who took up their posts this September.

* Colleagues with an asterisk are not new to the Diocese as head teachers but are taking up a second headship in the Diocese

- Clare Campbell, St. Joan of Arc Primary, Islington
- Philip Jakszta, Nicholas Breakspear Secondary School, St. Albans *
- Ita King, St. Anselm's Primary School, Southall
- Helen Lines, Pope Paul Primary School, Potters Bar
- Claire McDonnell, Sacred Heart Primary School, Ware

- Catherine McMahon, Holy Family Primary School, Welwyn Garden City
- Charles McNerney, St. John Fisher Primary School, St. Albans
- Carmel Moreland, St. Edmund Primary School, Whitton
- Bronagh Nugent, English Martyrs Primary School, Tower Hamlets
- Eileen Quigley, St Catherine's Primary School, Barnet
- Andrew Rafferty, St. Anselm's, Harrow *
- Elizabeth Slack, Holy Family Primary School, Tower Hamlets
- Ann Staunton, St Raphael Primary School, Ealing *
- Simon Uttley, St. Paul's Catholic College, Sunbury-on Thames
- Mary Wilson, Our Lady of Dolours Primary School, Paddington

Other appointments made during the year:

- Jacqueline Cox, St. Aloysius Infant School, Camden (from April)
- Katherine Hartigan, Cardinal Pole Secondary School, Hackney (April)
- Peter Coldwell, St Joseph's Bishops Stortford (April) *
- Maeve Creed, St Mary's Primary, Enfield (April)
- Mary Parsons, St Joseph's Infants, Barnet (April)*
- Paul Kehoe, Mount Carmel Secondary School, Islington (January)
- Paula Smith, St. John's Primary School, Rickmansworth (April)

May their leadership and ministry benefit the whole school community.

Admissions Issues*

*Admission Policies**

In the autumn term, or very early in the spring term, **all governing bodies** should review their Admission Policies for school entry 2007 as all admission authorities have to consult other admission authorities within an area called 'the relevant area' by 1st March 2006. After consultation, admission authorities must determine their admission arrangements by 14th April 2006 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 2007 admissions policy to Maureen Roe when it has been reviewed so that the diocese is part of the consultation process.

Contact Maureen Roe on 020 7798 9005 e mail maureenroe@rcdow.org.uk

*Hard-to-place children**

One of the important factors governors will need to consider, if they have not already done so, is to incorporate into their policies a statement concerning 'hard-to-place' children. We enclose the advice sent to schools in January 2005, which includes a suitable paragraph that can be inserted into the governors' policy document.

Contact Maureen Roe on 020 7798 9005 e mail maureenroe@rcdow.org.uk

*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 - this can be an important source of information for parents too.

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

*Pan-London co-ordinated secondary transfer – the first year**

Last term, concerns were raised by a number of schools about the operation of the new co-ordinated arrangements for admissions. Some of these problems could be put down to the initial "teething problems" that any complex scheme will inevitably face. Other concerns seem to be more serious. As a

result, all schools were asked to complete a questionnaire about the process in order to judge the level of dissatisfaction. The response was surprisingly, and disappointingly, low. If all schools with concerns responded, this indicates widespread satisfaction with the new arrangements, with over 86% of primary schools and 75% of secondary school content with how the system worked in its initial year. It also means that we have no meaningful figure with which to lobby effectively on behalf of those schools that do have genuine concerns. A summary of the concerns expressed about the system is enclosed, along with a fresh copy of the questionnaire. Please complete and return the questionnaire if you have not already done so, especially if you think our conclusions are not accurate.

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

Draft Admission and Admission Appeals Codes of Practice*

The DfES is consulting on new Codes of Practice for Admissions and Admission Appeals. The closing date for responses is **18th October 2005**. The diocese is working with its partner dioceses of Southwark and Brentwood to put in a joint response. A draft of this response is enclosed. Any governing bodies that have observations and views on the draft Codes or on the diocese's draft response, please send them in writing, as a matter of urgency, to Paul Barber e-mail: paulbarber@rcdow.org.uk. In addition, any school making its own response are asked to send a copy to us for information.

Reconstitution of Governing Bodies*

Following discussions with our 19 LEAs we think we have ironed out most of the technical problems associated with this issue. Enclosed with this Bulletin is individualised information and guidance for each school. If governing bodies follow the guidance we hope to accomplish this major task as smoothly as possible.

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

Publicising the Right to Withdraw from RE & Collective Worship*

Under longstanding legislation, parents have always had the right to withdraw their children from RE and collective worship. This was rarely a problem in Catholic schools, as it was practically unused. In 1996, without consultation, the government added these rights to the items required to be in schools' annual prospectuses. This caused considerable resentment and difficulties in our schools, and many schools never complied with the requirement. On 1st September this year, this requirement was revoked, along with all the other requirements for the content of the annual prospectus. It was replaced by a general requirement to produce "*the report containing special needs information referred to in section 317(5) EA 1996 and any other general information relating to that school which they may decide to publish*" as a single document identified as the school prospectus. The diocese intends, in due course, to issue guidance on what content a prospectus for a Catholic school might be expected to contain. In the meantime, it is a strong recommendation that schools cease to advertise parental rights of withdrawal that could be used to undermine the character of the school.

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

Teaching and Learning Responsibilities (TLRs)*

Despite repeated requests, the CES has so far been unable to give the Education Service any guidance on the issue of the importance of pastoral responsibilities alongside academic responsibilities in Catholic Schools. It is understood that the CES has been unsuccessful in its own attempts to get a meeting with the DfES to put the issues to them. We are promised that the matter is a top priority. We would welcome your comments on implementing your new management structure; this will help to strengthen our case with the CES and the DfES.

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

Workforce Remodelling*

The issue of the employment of HLTAs, raised in the July 2004 bulletin has still not been resolved. Catholic schools have not been involved in the consultation process and have not signed up to any agreements. The CES is still pursuing this at national level. The advice to governing bodies remains

the same: those with any teaching function in the school must be fully qualified teachers. A copy of the advice is included with this bulletin.

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

Invitation to bid for Capital Funding*

Enclosed with this bulletin is the annual letter of invitation and proforma for schools to bid for capital funding from the Locally Coordinated Voluntary Aided Programme – usually referred to as the LCVAP. A copy of this has also been sent to all our regular building consultants so that they are aware that preparation work will be required to submit the bids. The letter provides details of the process, but if you have queries, then contact: Sally Livesey on 020 7798 9185 e mail sallylivesey@rcdow.org.uk or Mike Pittendreigh on 020 7798 9190 e mail mikepittendreigh@rcdow.org.uk

Excepted Buildings Grant Funding*

You may recall that when the governors became responsible for the maintenance of school kitchens and caretakers' houses, some schools received grant funding from the DfES to undertake some improvements. The level of funding was based on surveys undertaken by surveyors working for the DfES and although the sums were not generous, it was provided at 100% level – i.e. no need for governors to provide the usual 10% contribution. Every school was informed by letter from the DfES about their own position. Many schools have now used this funding, but there are still several which have not done so, to the extent that there is a sum amounting to a few hundred thousand pounds waiting to be spent on our diocesan schools. The value of this grant has of course reduced over the years and, if you have received an allocation, you are urged to make use of it whilst it is still available. The deadline for claims is March 2007. Many schools have combined this with other sources of funding to adapt the kitchen space to other uses.

Contact Sally Livesey on 020 7798 9185 e mail sallylivesey@rcdow.org.uk or Mike Pittendreigh on 020 7798 9190 e mail mikepittendreigh@rcdow.org.uk

Post 16 General Religious Education – funding through NABs*

Several schools in applying for funding have asked for the code for General Religious Education where they are following a NABS approved course. If that is the case, there is no accreditation number. They need to put N/A where it asks for the accreditation number, together with the title of the course and that it has been NABS approved. This advice also applies to schools currently following the Maryvale course. Funding for these courses has been agreed nationally for a further year.

Contact Peter Ward: peterward@rcdow.org.uk

New Inspection Arrangements and The SEFs *

The inspections under the new framework are underway. We have discussed the arrangements on the training days. Please let us know as soon as you receive a call from the regional inspectorate so that we can quickly arrange the Section 48 alongside. It is essential to have ready the Section 5 and Section 48 SEFs, as best as they can be. Please note that they are both **summaries of the school's self evaluation** and need to be evaluative in the light of the school's own, ongoing self evaluation, rather than be too descriptive. In Section 48, please insert your school's **summary statements in the SEF (Part A)** based on your school's responses to Part B and also submit Part B. If you prefer at this point to submit your **earlier versions of Part B e.g. The Catholic Life of the School, Spiritual and Moral Development, and Prayer and Worship (2002-5)**, please will you send it in electronic form. We have many in hard copy, but please remember also to complete the SEF judgements. If you want at any time to replace your SEF, parts A or B simply send them on line and we will replace the early version. Email address is SEF48@rcdow.org.uk The short notice inspection was designed partly to allay the long lead up and to be sharper and more realistic. The new practice will be soon become clearer.

(Materials to support the school's self- evaluation and this years' focus on the Catholic Curriculum and Religious Education will be circulated shortly.)

Contact Rita Price/Mike Pittendreigh e mail ritaprice@rcdow.org.uk or mikepittendreigh@rcdow.org.uk

At Your Word, Lord: Season 5

The materials for Season 5 have been sent to all schools and colleges. Please make a special effort during this season to help use the materials well and to link the schools with the work of renewal across the diocese.

Contact Anthony Curran: anthonycurran@rcdow.org.uk

Leadership in Catholic Education

Please find enclosed a flyer advertising forthcoming courses for **Aspiring Headteachers** and **Aspiring Deputy Headteachers**, together with an application form. The closing dates are Monday 26th September for Aspiring Heads and Tuesday 29th November for Aspiring Deputies. The 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 Diocese contact is Maureen Roe 0207 798 9005.

If you have missed the deadline for Aspiring Headteachers then please contact Maureen Roe directly.

An Induction Day for new governors – and those needing a refresher

This day session is planned for Saturday 21 January 2006 at Vaughan House. The closing date for application is Wednesday 18 January 2006. For further details see attached flyer and pro-forma.

Contact Maureen Roe on 020 7798 9005 e mail maureenroe@rcdow.org.uk

Catholic Certificate in Religious Studies (CCRS)

The next CCRS Study day is the module on the Sacraments at 10.00am on Saturday 14 January 2006 at Vaughan House, 46 Francis Street, London SW1. The cost is £15.00 for the module and £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/education.

Contact Moira Wilson on 020 8202 3611 or email moirawilson@rcdow.org.uk.

PLEASE NOTE THE TELEPHONE NUMBER FOR THE EDUCATION SERVICE IS 020 7798 9005. FOR THE FINANCE DEPARTMENT YOU CALL 020 7798 9002.

Good News Slot

Congratulations to all the staff at St. John Fisher Primary School in St.Albans on the 'Investors in People' award. Well done!

Congratulations to St. Bernadette's Primary School in Harrow for the award of 'Effective Early Years' accreditation which has been upgraded to the 'Investors in Children' award.

Congratulations to St. Thomas More Primary School in Berkhamsted and St. Theresa's Primary School in Harrow for their 'Healthy School' awards!

Congratulations to St Thomas More Primary, Letchworth who are one of the only twelve schools in the country to receive the new National Inclusion Quality Mark. This new award is designed to give credit to schools which make an extra effort to include every pupil, irrespective of their ability or background.

Congratulations to the schools and pupils who took part in the pilgrimage walk 'A Mile in Their Shoes' on behalf of The Catholic Children's Society, and to the Cathedral on Wednesday 4 October. Special appreciation for the contributions of St Mary's Catholic College, Bishop's Stortford, the Cardinal Pole School, The Convent of Jesus and Mary Language College, The Bishop Douglass Catholic High

School, St Vincent de Paul School, St James Catholic High School, St Edmund's College, Peter Ward from the Education Service and to all the schools that took part.

Please send your 'good news' to Greeny Longville

email: greenylongville@rcdow.org.uk

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

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