



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

**November**  
**2004**  
**6/04**

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

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

### **Dissemination of the Bulletin**

For each school or college a copy of the Bulletin is despatched to the Headteacher or Principal and to the Chair of the Governing Body. Our assumption is that the contents will be widely shared. Current and past Bulletins are also available on the diocesan website. Please spread the word regularly!

*(Contact Liz Duffy on any general matters regarding the Bulletin – email: [elizabethduffy@rcdow.org.uk](mailto:elizabethduffy@rcdow.org.uk))*

### **New Staffing Regulations**

A number of LEAs have given the impression to our schools that, in the light of new regulations, their governing body should delegate to the Headteacher personnel matters including appointment and dismissal of staff. Please note that this is **not** appropriate for our schools, where the governing body (not the LEA) is the employer. The CES procedures, which all our schools need to use, make this point clearly at the start. If any LEA puts pressure on a school in this matter, please refer them to the Department of Schools. *(Contact Paul Barber or Liz Duffy on 0207 798 9005 or email:*

*[paulbarber@rcdow.org.uk](mailto:paulbarber@rcdow.org.uk) or [elizabethduffy@rcdow.org.uk](mailto:elizabethduffy@rcdow.org.uk) )*

### **‘Catholic Preferred’ – advertising teaching posts**

Some LEAs have recently told schools that the law no longer allows them to advertise a teaching post with the words ‘Catholic preferred’. Where being a practising Catholic is essential (Headteacher, Deputy Headteacher, Head of RE) no one sees a problem, but some LEAs are interpreting the Employment Equality (Religion or Belief) regulations to mean that schools can no longer express a *preference* for a Catholic. We do not subscribe to this interpretation as the new regulations state that they are ‘without prejudice’ to the particular section of the Schools Standards and Framework Act 1998 that gives schools the right to express this preference. If any LEA tries to prevent a school from using these words in an advertisement for a teaching post (NB this is **only** true of **teaching** posts), please contact (or refer them to) the Department of Schools. *(Contact Paul Barber or Liz Duffy as above)*

### **Extended Schools – CES Advice**

Please find enclosed guidance from the Catholic Education Service on Extended Schools. The guidance includes a checklist for governing bodies to aid discussion and decision-making.

*(Contact Paul Barber, Liz Duffy or Maureen Roe on 0207 798 9005)*

## **Catholic Self-Evaluation Matters**

Following the recent meetings and in-service days we have now sent out to schools materials for the self-evaluation of 'The **Catholic Life and Identity** of the School/College'. Please consider ways in which the school community can be involved in the process. *(Contact Rita Price at ritaprice@rcdow.org.uk)*

## **'Here I Am' Primary Religious Education programme.**

This is a note of appreciation to our primary schools and their commitment to 'Here I Am'. Almost every school is now on board. The standards in religious education and expectations continue to rise with more schools showing excellent practice. We are working hard to recognise those standards more in Key Stage 3. Please be aware of new resources as they continue to come on stream to support the programme. 'God's Story' and the 'Church's Story', 'Friends of Jesus' and 'More Friends of Jesus' are excellent and in keeping with the National Project's concern for contemporary theology. Over 99% of schools are using the disks and Sr Victoria asks that you check the diocesan web-site for any further advice.

*(Contact Sr Victoria Hummel on 0207 426 0488)*

## **QCA Update on the new Non-Statutory National Framework in Religious Education.**

The new non-statutory framework developed by QCA in partnership with the DfES and launched on 29 October for LEAs and SACREs has been well received by the teaching community. While it does not affect Catholic provision it is a positive step towards recognising nationally the place of religious education in the curriculum as a whole. *(Contact Rita Price)*

## **Admission Policies**

**All governing bodies** 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 March 1<sup>st</sup> 2005**. After consultation, admission authorities must determine their admission arrangements by **15th April 2005** and notify all those consulted. There is a responsibility on LEAs to determine the relevant area. Many LEAs coordinate the consultation process.

Please would all schools send a copy of their proposed 2006 policy to Maureen Roe (when the 2005 policy 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)*

## **CCRS Study Day**

The next CCRS Study Day is on the New Testament at 10am on Saturday 22nd January 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](http://www.rcdow.org.uk/lilac)

*(Contact Moira Wilson on 020 8202 3611 or email to: moirawilson@rcdow.org.uk)*

## Training and Courses

### Aspiring Deputy Head Teachers

Please find enclosed a flyer and application form for the above course. **The closing date is Tuesday 7th December.** The course is organized 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 or email [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk)*

### 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

This day session is planned for **Saturday 11th December 2004**, at Vaughan House. The closing date for applications is Wednesday 8th Dec. For further details see attached flyer and pro-forma. *(Contact Maureen Roe on 0207 798 9005 or email [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk))*

### Training for the Performance Management of the Headteacher

The next half day session (10 am – 1pm) will be on **Saturday 18th June 2005** at the Niland Centre, Bushey. A flyer and booking form will be enclosed with the first bulletin in the New Year. So put the date in the diary now and await the booking form. *(Contact Maureen Roe on 0207 798 9005 or email [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk))*

### General Governor Training

This is available on request for a cluster of schools or individual schools, particularly in preparation for or in anticipation of an Ofsted inspection. Both sets of training are subject to availability and appropriateness to the school's particular needs. *(Contact Maureen Roe on 0207 798 9005 or email [maureenroe@rcdow.org.uk](mailto:maureenroe@rcdow.org.uk))*

### Workshop on CES Personnel Procedures – reminder

The next Workshop, for Headteachers and Governors, will be on **Saturday 26th February 2005**. It will cover disciplinary, capability, grievance and sickness absence procedures. Please see the enclosed flyer for further details and the booking form. *(Contact Liz Duffy on 0207 798 9005 or email: [elizabethduffy@rcdow.org.uk](mailto:elizabethduffy@rcdow.org.uk))*

### Workshop on Handling Complaints – reminder

There will be an afternoon workshop on handling complaints, using the diocesan procedure, on **Monday 6th December 2004**. Please see the enclosed flyer/booking form. *(Contact Liz Duffy on 0207 798 9005 or email: [elizabethduffy@rcdow.org.uk](mailto:elizabethduffy@rcdow.org.uk))*

## **'At Your Word, Lord'**

We are now well into Season 3. Please continue to take part in the programme and to use the materials that were sent out to the schools by the AYWL office. (*Contact Fr Stuart Wilson/Rita Price*)

## **Choir Practice for the Rite of Election**

Anybody wishing to join the choir at the Rite of Election (3pm on Sunday 13th February 2005 in the Cathedral) is invited to come to the practice at 10.30 on Saturday 5<sup>th</sup> February 2005 at St Edwards, Golders Green. To be a member of the choir it is essential to come to this practice. Further details will be sent to the parishes when available – and are always posted onto the website under RCIA. ([www.rcdow.org.uk/lilac](http://www.rcdow.org.uk/lilac))

## **Catechists Newsletter**

The Catechists newsletter for November has been sent out and is also available on the LILAC homepage at [www.rcdow.org.uk/lilac](http://www.rcdow.org.uk/lilac)

## **Education Sunday 2005**

The date of Education Sunday next year is 23<sup>rd</sup> January 2005. The theme is 'A more excellent way' from 1 Cor 12.31. Materials will be available from the Catholic Education Service but in the meantime there are guidelines and materials available from the website of the National Society at [www.natsoc.org.uk](http://www.natsoc.org.uk) It is hoped to provide materials and support for education in the context of parish and home as well as the school.

## **Advent Services of Reconciliation**

If a school is planning an act of worship round a service of reconciliation in Advent, there are materials available which might prove helpful from the national Liturgy Office of the Bishops of England and Wales. Go the LILAC website and follow the links from Reconciliation/Confession. ([www.rcdow.org.uk/lilac](http://www.rcdow.org.uk/lilac))

## **Good News Slot**

Heartfelt **Congratulations** to **St Aloysius College**, Islington, who **came out of Special Measures** in October. **Well done to the new Head, Tom Mannion (who is staying permanently), and the whole team of staff** who worked so hard together to make this happen.

**Belated Congratulations and welcome to new posts** to three other Headteachers who have moved from other headships in the Diocese: **Paul Campbell at Christ the King Primary, Norah Flatley at Blessed Sacrament Primary** and **Helen Newman at St Robert Southwell**. We wish them all well.

**Well done** to **St John Evangelist Primary School**, Islington, which was awarded the **Artsmark Silver** in the summer.

**Congratulations**, too, to **Pope Paul Primary School**, Potters Bar, which was awarded **Investors in People** last July.

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

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