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Introduction

We have had a call from Governors and our Trustees to consider what else we can do to support staff well-being at this time. I've been working with our headteachers to identify some of our best practice so that we can share that around schools but I am also aware that our trust capacity and priority on wellbeing needs to increase. I am grateful to Gareth Beynon from Chew Valley School who will be working with colleagues from the central team and some of our schools to develop a new LSP wellbeing strategy. We are defining wellbeing in its wider sense and not just focussing on what we do when people are approaching a crisis. Wellbeing also includes how we celebrate the complex and important work that our staff do and give it the recognition it deserves. We will be consulting schools as we develop our plan and again once we have a draft strategy.

This week we have seen our highest incidence of positive COVID-19 cases so far. I would like to pay tribute to Headteachers and senior staff who have been dealing with the decision-making and communication necessitated once a case is notified. In all cases this has been done swiftly and well. I am also very pleased to note that the switch to remote learning has been smooth and that where whole bubbles are self-isolating they are able to access their lessons and interact with their teachers, and often peers, in MS Teams. This is a real example of where strong planning and hard work in the summer term have put us in the right place to maintain our provision now. I'm sure that Heads and Governors will want to recognise the work of colleagues who have increased their skills and knowledge so effectively.

Lastly, I was heartened to hear the news about the effectiveness of the new vaccines being released in the next few months. It gives us that much needed glimpse of light at the end of this long tunnel and the hope of a more normal summer. We'll have a lot to face together before then but it is good to be able to consider life after COVID-19.

Gary Lewis

December pay date

Please note that the pay date for December salaries will be Friday 18 December.

We hope to be able to provide you with payroll deadlines for December, from FS4S, in next week's bulletin.

Final Accounts for the end of the 2019-20 year

The audit and accounts preparation process for the 2019-20 financial year is nearing completion. I would, once again, like to thank everyone involved for their hard work in this process.

The latest outturn position for individual schools is available in the latest August monitoring report in Orovia. We hope to be able to confirm the final position with you next week.

If you have any questions about the latest outturn position in Orovia please contact us on lspfinance@lsp.org.uk using the title 'Question on school balances'

Louise Malik

Mental Health First Aiders

We are currently creating a Wellbeing Guide for all staff in the Trust. It will detail the support in place for employees as well as resources they can access to support their wellbeing.

Please can you forward the name and email of your Mental Health First Aider to Eleanor Capel Davies (ecapel-davies@lsp.org.uk) by Friday 20 November so that this information can be included in the information booklet.

Fire Extinguisher Maintenance & Replacement

The annual inspection of firefighting equipment is carried out as part of our contract with Key Integrated Systems (K.I.S). The replacement of fire extinguishers after 5 years can be a costly exercise and we are therefore proposing that a schedule for replacement is put in place using the information that has been gathered in first year of the contract. This will help schools to budget for this expenditure.

KIS have offered a 7.5% discount on the [price of their extinguishers](#). It is worth noting that the price of their extinguishers not only includes a new British manufactured and kite marked extinguisher but also includes the removal costs for the expired extinguishers (£6.50 per extinguisher for disposal at a registered site plus the associated labour & transport costs).

By routinely replacing extinguishers at a pre agreed price on expiry, we will avoid additional call out charges/labour costs as the extinguishers can be replaced during your routine service visits rather than a separate visit needing to be arranged.

For the time being your annual inspection report (supplied by KIS) will indicate how many extinguishers are due to expire in subsequent years, hopefully this will assist you with budgeting, but we envisage a more formal schedule of replacement being made available in the coming months.

If you have any questions about fire extinguisher replacement then please contact your Hub Estates Manager.

Tree Inspections

A new activity has been created and assigned to all schools on Every. Thank you to those of you who have entered the details of your last tree inspection and uploaded a copy within Every. If you have yet to do so, please could this be done by Friday 20 November.

If you do not think your site requires one (there may not be any trees on your grounds) then please contact your Estates Hub manager to confirm that this is the case. The activity will then be removed from your activities.

Vacancy at Wraxall Primary School

Wraxall Primary School currently have a vacancy for a Lunchtime Supervisor. The successful candidate will be are patient, kind and can respond well to the needs of children. The role includes supporting our children whilst they eat their lunch, as well as supervising and encouraging positive play outside in the playground. It is very important to us to provide a safe and happy lunchtime environment for both the children and our staff.

Hours: 5 hours/week, lunchtimes, term time only, no inset days

Contract: Permanent

Salary: JG1C scp 1-2 (£17,364 - £17,711 per annum pro rata)

Please share with your staff. If they are interested, please forward an expression of interest to the email below and request an Application form. Alternatively, you could apply for this post on the E-Teach platform which you will find through the Trust Vacancies page <https://www.lsp.org.uk/>

Admissions Consultation 2022-23

As there are no legal changes to the Trust Admissions Framework this year we will not need to consult on simply rolling forward our admission policies.

There may, however, be changes that schools wish to make to the admissions criteria used to prioritise allocation of places to your school.

If this is the case, please let Jane Norris (jnorris@lsp.org.uk) know by Friday 13 November as we will need to consult with stakeholders on this prior to ratification of changes by our Board of Trustees in February.

If you wish to discuss this, please contact Gary Lewis directly: glewis@lsp.org.uk

REMINDER-Trust Curriculum Policy for adoption by each Local Governing Body

Following approval by Trustees of this policy in June, schools were required to ensure that there was a link to the LSP website from the school website to [this policy document](#) once noted by your own governors in Term 1. This policy does not replace the school's own policy and arrangements for curriculum.

(Those trust schools with new live E4Education websites do not need to do this as the LSP policy page already reflects through onto your website).

However, some schools have adopted the curriculum policy as their own and added the school logo etc. to it. This of course is entirely acceptable. Please can you let Jane Norris jnorris@lsp.org.uk know by the end of November 2020 that this action has been completed.

Trust SEND Policy for adoption by each Local Governing Body

Following approval by Trustees schools are required to ensure there is a link to the [LSP SEND policy](#) on your school website once noted by your own governors. This policy does not replace the school's own policy and arrangements for SEND.

(Those trust schools with new live E4Education websites do not need to do this as the LSP policy page already reflects through onto your website).

Please can you let Jane Norris jnorris@lsp.org.uk know by the end of January 2021 that this action has been completed.

Schools that are due to be inspected will need to signpost Ofsted to the Trust SEND Policy.



Year 2 Phonics Check

Please read [this guidance](#) from North Somerset Council on how to submit your Year 2 phonics check results. This is a statutory requirement.

LSP schools will administer the 2019 check to Year 2 pupils during the weeks of 23rd and 30th November. Pupils' raw scores will also be entered onto Insight.

Real PE

We are pleased to inform you that a Trust discount of approximately 10% has been negotiated with Create Development for the purchase of any of their packages (excludes annual renewal).

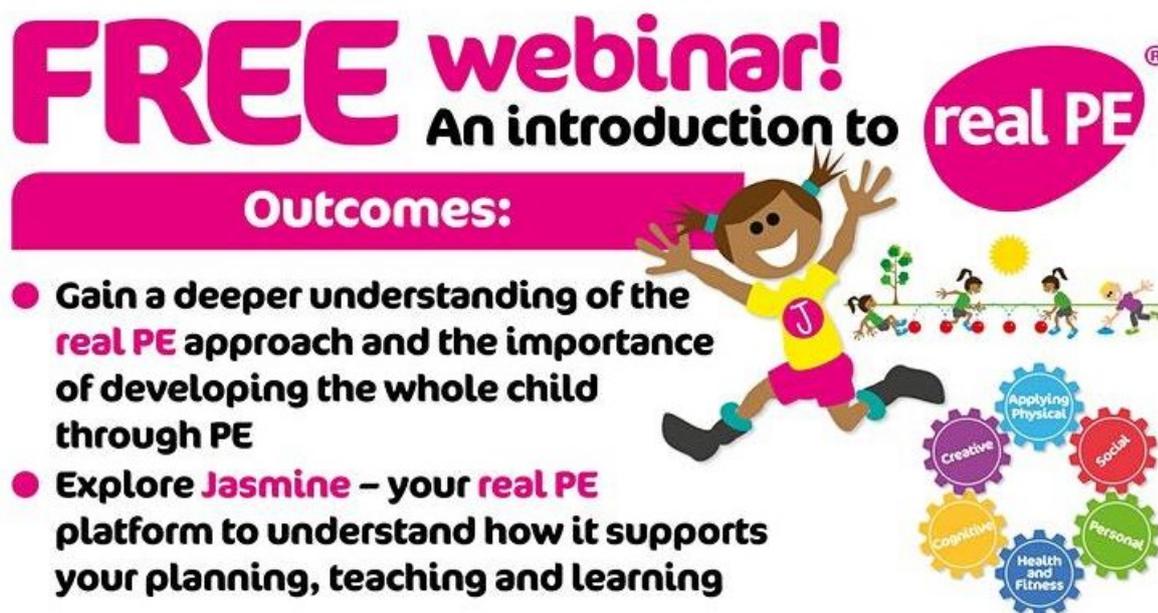
A webinar has been arranged for Tuesday 8 December for any school that would like to find out more about the programme.

Please follow the link below to register for the webinar or contact Sarah Moon: sm@createdevelopment.co.uk if you have any questions.

Please [click here](#) to book a space at the webinar via Eventbrite.

8th December – 4pm – 5pm

Open to all primary Schools even if they have already got real PE within their school.



FREE webinar!
An introduction to **real PE**®

Outcomes:

- Gain a deeper understanding of the **real PE** approach and the importance of developing the whole child through PE
- Explore **Jasmine** – your **real PE** platform to understand how it supports your planning, teaching and learning

Changes to statutory induction for early career teachers

The DfE has published further detail on the intended changes to statutory induction from September 2021.

All early career teachers will be entitled to a 2-year training and support programme. As the information says, you don't need to take action at this time. More information will be published in Spring 2021.

There will be three approaches:

- Funded provider-led programme
- Schools drawing on content from published professional development [materials](#)
- Schools designing their own framework based on the [early career framework](#)

Early career teachers will receive support from a mentor through regular one-to-one mentoring sessions (separate to induction tutor role).

Early career teachers will still be able to progress on the pay scale in line with current arrangements.

There will continue to be a decision at the end of the induction period about whether the teacher satisfactorily meets the Teachers' Standards.

Appropriate bodies will play a key role in induction.

Managing Hearings Effectively - Training for LGBs

We have arranged for Browne Jacobson to deliver some training for governors on Tuesday 12 January 2021 6.00–8.00pm.

The session will focus on disciplinary and parental complaint type matters including:

- Administrative support
- Role of panel members
- Importance of policies and procedures
- Format of the meeting to include setting the scene, pre-reading, setting the room up, introducing panel to employee / parent
- Managing the meeting to include keeping the meeting on track, being in charge of the meeting, keeping the meeting relevant to the allegations / issues only, knowing when to call discussion to a halt and managing the employee / parent and their representative
- Sticking to the facts to include focusing on policies rather than feelings
- Setting precedents - considering what the decision could mean for the future
- Managing difficult individuals/ situations
- Checklist for panels when coming to decisions
- Case study examples - 'what would you do' scenarios

Please email jnorris@lsp.org.uk to book a place. The session will be held on Teams and so the relevant Teams link will be circulated once signed up to the training.

Ofsted during the national restrictions

Following Ofsted's announcement to carry out its work remotely, the inspectorate has [published](#) a short addition to its existing guidance.

This confirms that autumn visits will take place remotely and will only go on site where it is necessary to do so, or in response to urgent concerns.

Provision of food in schools during the COVID-19 outbreak - Department of Education update

School kitchens should remain open and the normal legal requirements apply regarding the provision of food to all pupils who want it. If children, who are eligible for benefits-related free school meals, *are required to stay at home due to COVID-19*, they should be offered meals or food parcels which meet the [school food standards](#).

These could be offered on a daily or weekly basis and be collected or delivered to the child's home. All meals should be distributed in line with [guidance on social distancing](#).

Further information on [providing good quality food parcels](#) is available in the [guidance on providing school meals during the coronavirus \(COVID-19\) outbreak](#).

Further to this update the following has been agreed with Aspens:

- A small quantity of hamper products will be kept in stock at each Secondary school
 - As soon as any school becomes aware of a new Covid case and a subsequent partial closure (class or year group etc.) please inform your on-site catering supervisor and email Karen, David & Ali. This will give them the opportunity to adjust the number of meals they prepare the next day and keep food waste to a minimum
 - Please indicate how many FSM children will be requiring a hamper
- Aspens will confirm when and where the hampers are available and the school can liaise with them to arrange onward distribution/collection.

The ideal outcome will be that Aspens have hampers prepared for the next day but, depending on the time they are notified, it is possible that affected students will need to be provided with a packed lunch for the first day of isolation. This could be given to students before they leave site on day zero (depending on the time they are sent home and how quickly you can organise things with the catering staff).

The first hampers, produced immediately following notification of a partial closure, may need to be collected by school staff from their secondary hub schools but if Aspens can help then they will.

The second and subsequent hampers for any period of isolation can be delivered to the relevant Primary school by Aspens.

This will not be an easy situation to manage but Aspens will continue to work with us to ensure that our FSM students receive their meals. Please help them to do this by keeping the channels of communication open and updating them in a timely manner.

COVID -19 Equalities Impact Assessment

As promised in the bulletin last Friday please find our updated [Equalities Impact Assessment](#) for our COVID-19 arrangements for your consideration.

Please share it as appropriate and let me know if you have any comments.

Louise Malik

