



In this week's edition...

Introduction from Gary Lewis	All	Info
COVID-19 INFO & UPDATES	AUDIENCE	TASK
Christmas contacts	Heads & SBMs	Info
New COVID-19 Isolation Guidance from 14 December	All	Action
Handling track and trace over Christmas - infographic	Heads & SBMs	Action
Internet connected devices - updated allocations	Heads & SBMs	Info
ANNOUNCEMENTS, INFO & UPDATES	AUDIENCE	TASK
Small schools strategy	Headteachers	Info
Updated Policies	All	Action
Pay Progression	Heads & SBMs	Info
Pay Review Letters - Teaching and Leadership	Heads & SBMs	Info
Term-time only factors for Support Staff	Heads & SBMs	Info
Risk Protection Arrangement (RPA) for Schools - update	Heads & SBMs	Info
LSP Staff Newsletter	All	Info
Every Activities: Surveys	School Business Managers	Info
Feedback from discussion groups on our systems, tools and processes for financial reporting	Heads & SBMs	Info
Updates in Working Together to Safeguard Children	Headteachers	Info
Keeping children safe in education: proposed revisions 2021	Headteachers	Info
Early Years Assessment and Reporting Arrangements 2021	Primary Headteachers	Info
REMINDER—Trust Closure Dates 2021 to 2022	Heads & SBMs	Action
REMINDER - Managing Hearings Effectively - Training for LGBs	Clerks and Chairs	Info

Introduction from Gary Lewis

Leadership is both a privilege and a pressure and we have probably all experienced both of these aspects more intensely during the pandemic than at any previous point in our time in education.

When I look back over events since September I am amazed and impressed by what our staff have delivered and our schools achieved. I also appreciate that this has come at some cost and that Heads have been working with colleagues experiencing increasing anxiety and in desperate need of a break. That is all too true of our school leaders as well and the Christmas holidays haven't come a day too soon.

I'm afraid that this is a typically busy bulletin with much to absorb but I hope that when the responsibilities of this week have been discharged Heads, School Leaders and Governors will be able to switch off for a while and recharge.

On behalf of the Board and the Trust's Executive Team may I express our thanks for all that you have done and wish you a Merry Christmas.

Gary



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Christmas contacts

[Gary, Sue and Louise](#) will be available on their mobiles next week if Heads need any support when a positive case is notified to you.

Gary should be first contact and can be reached on 07967 633237.



New COVID-19 Isolation Guidance from 14 December

Please see the [PHE SW guidance](#) for actions to take in the event of a pupil or member of staff showing symptoms or notifying you of a positive COVID test.

You will note that the 14 day isolation period has now been reduced to 10 days.

[A further PHE graphic](#) shows that a person may leave self-isolation even while others in their household are recovering from COVID.

All LSP schools should add this guidance to your website for parents and carers and make all staff aware of the changes.

Handling track and trace over Christmas - infographic

The Confederation of School Trusts has produced an infographic to support school staff who might be leading or undertaking the handling of reported cases over the Christmas period. The [attached infographic](#) is designed to make it clearer when, according to the Government's communication on this issue, a school should not be carrying out track and trace over the Christmas period.

As a reminder, there are two situations in which, according to the Government's communication, a school would not be expected to track and trace contacts over Christmas:

- When symptoms of a confirmed case occurred more than 48 hours after the individual last attended school.
- When the confirmed case is reported to the school more than 6 days after the end of term (when children were last in school).

The attached infographic is intended to support school staff handling calls and emails from parents and essentially walks you through these two scenarios.

Internet connected devices - updated allocations

There has been a welcome notice from the DfE advising that the allocations of devices for eligible families that were put in place in September, and then subsequently reduced, are to be restored to their original levels.

Schools which have already taken up their reduced allocation will be able to claim the rest of their restored allocation in the event of ongoing need or a subsequent need.

Most of the restored allocations will be reflected immediately, we are told, although it may be that some schools find it takes a few more days for the system to refresh and reflect this change.

Ordering will be paused from 4pm on Thursday 17 December because orders placed after this date are perceived to be at greater risk of unsuccessful delivery (due to schools being closed). Any school placing an order this week must be able to receive the devices up to 6pm on Friday 18 December.

Ordering will reopen on Monday 4 January.

Small schools strategy

Sharon Roberts has been leading this review and we have already gathered a significant amount of information through individual meeting with Heads and review of data held centrally by the Trust. It is clear that we still need to delve deeper before we begin to propose innovations.

We shall therefore be setting up a discussion forum for Heads and Governors early in the new year to feedback on our early observations and discuss some of the opportunities and challenges identified thus far.

We will be publishing a date for the event after the break.

Updated policies

Following your consultation feedback, the Trustees have reviewed and agreed the following policy:

- Records Management policy (available on Foldr, LSP Gateway & LSP website)

This policy is now active and supersedes any previous version. It is in the process of being signed and will be available, as detailed above, shortly. Where necessary please circulate the policy within your school and update any links on your website to access this policy from the Trust's website.

Confirmation of the following policies will be available in the next bulletin:

- Pay Policy
- Requesting time to train Policy
- Staff expenses Policy
- Reference Policy

Your responses to the consultation on each of the policy was extremely useful and feedback to individual responders will be sent in due course.

Pay Progression

Following ratification by the staffing and pay committee, pay progression for teaching and leadership staff will be included in December pay and backdated to September 2020.

Pay Review Letters - Teaching and Leadership

HR are planning to email schools the salary review letters for those members of staff who are in teaching and leadership roles by the end of play Wednesday 16 December, enabling schools to send out letters to staff before the end of this term.

Term-time only factors for Support Staff

Please accept our apologies for the delay in implementing the changes to term time only factors as a result of the April 2020 support staff pay award.

We are currently checking the correct calculation of factors with the trade unions and checking case law. We will update you as soon as we have been able to confirm the correct calculation.

Update—Risk Protection Arrangement (RPA) for Schools

The RPA membership costs for 2021-2022 have been updated.

The current cost is £18 per pupil, per year. This will increase to £19 for the next academic year (September 2021 - August 2022).

You can find out more details about RPA [here](#).

LSP Staff Newsletter

The latest edition of the LSP Staff newsletter has been published.

Thank you to all schools who submitted stories for this edition.

[Click here](#) to view the newsletter.

Headteachers have been asked to circulate this to all school staff and governors before the end of term.

Every Activities: Surveys

An activity called SITE - Drain Surveys has been added to Every and assigned to School Business Managers.

The activity has been given a frequency of five years and a due date far enough in the future to not show as red. If your school does not have a drain survey please do not worry, there is no need for you to arrange for one to be completed at this stage. For any school that does have one, please upload it to the activity.

If you have any other surveys, a Mechanical & Electrical survey for instance, please contact your Hub Estates Lead who will arrange for an appropriate activity to be set up to allow you to log this on Every.

Feedback from discussion groups on our systems, tools and processes for financial reporting

Thank you again to all of you that took part in our recent discussion groups on our system, tools and processes for financial reporting.

Please find [attached a report](#) which had been produced for the Finance Committee of the Board of Trustees to summarise the feedback and next steps.

Updates in Working Together to Safeguard Children

The Working Together to Safeguard Children 2018 document has been updated.

While technically not a new edition of Working Together to Safeguard Children, retaining the same date, there are many significant changes in the new guidance.

Working Together to Safeguard Children 2018 now replicates the new guidance published in Keeping Children Safe in Education 2020.

A [key changes document can be found here](#), courtesy of the Safeguarding Network.

Please share with staff teams and governors as an update in January.

No further action is required as the Trust Safeguarding and Child Protection Policy remains unchanged.

Keeping children safe in education: proposed revisions 2021

The DfE is seeking views on proposed changes to the statutory guidance 'Keeping children safe in education' with a view to making changes for September 2021.

Please [click here](#) to find out more about this proposal.

Early Years Assessment and Reporting Arrangements 2021

[This guidance](#) is for schools, nurseries, childminders, local authorities and governing bodies responsible for assessing the EYFS profile for children aged 5 and under.



REMINDER—Trust Closure Dates 2021 to 2022

The Trust will revert to five closure days in 2021 to 2022. It has not been possible to align dates completely across primary and secondary. From your feedback the following dates have been agreed:

- 2 September 2021
- 3 September 2021
- 1 November 2021
- 4 January 2022
- 27 May 2022

School were asked whether they will be adopting the Trust recommended closure dates or, if this is not the case, the dates you are going to be closed as this decision is delegated to you in line with the Trust Scheme of Delegation.

If you have not already confirmed your schools position please let Jane Norris (jnorris@lsp.org.uk) know as soon as possible.

Please note the Trust Primary Conference date will be 1 November 2021.

REMINDER - Managing Hearings Effectively - Training for LGBs

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

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

- 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 MS Teams and an invitation will be sent to you including the Teams link.