



In this week's edition...

COVID UPDATES	AUDIENCE	TASK
Schools Covid-19 Operational Guidance	Headteachers & SBMs	Info
Self isolation for those with a positive LFD test	Headteachers & SBMs	Info
ANNOUNCEMENTS, INFO & UPDATES	AUDIENCE	TASK
Board of Trustees meeting	All	Info
Primary RE Schemes of Work - Final Reminder	Headteachers	Action
Draft Governor Training Programme 2021-22	Chairs & Clerks	Info
The National Tutoring Programme (NTP) 2021/2022	Headteachers	Info
Learn Ofsted's approach to inspecting pupils Personal Development through RSHE & PSHE	Primary Headteachers	Info
HANS Conference 2022	Headteachers	Info
FINANCE UPDATES	AUDIENCE	TASK
Monthly Accruals and Prepayments	SBMs	Action
Central Recharges for Core Services and other services	SBMs	Info
Audit Workbook Preparation and Monthly Finance Checklist	SBMs	Info
2020-21 Year end Processes	SBMs	Action



Schools Covid-19 Operational Guidance

The DfE has updated guidance documents to reflect the [COVID-19 Response - Autumn and Winter Plan 2021](#).

The [Schools Operational Guidance](#) has been amended. Amendments include asymptomatic testing and accountability arrangements for this academic year and advice around clinically extremely vulnerable pupils and staff. Information has been added on the vaccination of 12- to 17-year-olds. This is provided for your information as we do not believe that it requires a change to your risk assessment and control measures.

The [guidance on Covid-19 test kits for schools](#) has also been updated to clarify that when providing PCR test kits to pupils or students under 16, settings must inform parents or guardians. It also clarifies the actions to take following a positive result and confirms that fully vaccinated adults and children will not need to self-isolate as a result of being a close contact but will need to take a PCR test.

Self isolation for those with a positive LFD test

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Additional information on [PCR test kits for schools and further education providers](#) is available.

ANNOUNCEMENTS, INFO & UPDATES

Board of Trustees Meeting 5th October

The Board met at Chew Valley School. The following business was conducted:

- Reviewed and discussed CEO report (incl progress against strategic plan);
- Reviewed and discussed CFOO report (incl progress against strategic plan);
- Considered key messages from Finance Committee (20/7 & 24/8);
- Reviewed draft wording for annual report;
- Reviewed and agreed publication of the Trust's Register of Business and Pecuniary Interests;
- Reviewed Gifts & Hospitality Declarations;
- Approved planning for St Andrew's due diligence process;
- Updated the LSP Risk Register.

Primary RE Schemes of Work - Final Reminder

LSP primary schools have been recommended two possible schemes for RE: Discovery RE and Understanding Christianity.

Church schools should look at combining Understanding Christianity with either Discovery RE or with the Agreed Syllabus (Awareness, Mystery, Value) and can receive support from the Diocese for planning RE. Community schools are fine to use Discovery RE or to stay with the Agreed Syllabus (Awareness Mys-tery Value).

Discovery RE is produced by the same company who produce Jigsaw and for this reason it may well be an attractive resource to purchase. See <https://discoveryschemeofwork.com/> for more details.

The Discovery RE scheme of work for a whole school set (4-11) costs £850 + £15 P & P EX VAT with a £50 reduction for any school that has less than 100 pupils.

LSP have been offered the following discounts should multiple schools purchase Discovery RE:

- 2-5 schools 5%
- 6-10 schools 10%
- 11-15 schools 15%

If you would like to purchase Discovery RE, please send your expression of interest to bwatts@lsp.org.uk by Friday 8 October to ensure your order is processed in time. Thank you.

Draft Governor Training Programme 2021-22

We have put together a [draft training programme](#) for governors. At this stage dates have yet to be agreed but the term in which we plan to hold the training has been indicated. More information will be confirmed in due course. Please contact jnorris@lsp.org.uk with any queries.



The National Tutoring Programme (NTP) 2021/2022

The NTP has expanded its programme for the second year to offer primary and secondary schools three routes to tutoring:

1. All state-funded schools are eligible to apply for a **Tuition Partner**. If you choose to get support via this route, 70% of the cost will be subsidised.
2. Schools based in one of the qualifying Local Authority Districts can apply to be matched with an **Academic Mentor**, 95% of the cost will be subsidised.
3. Schools can now identify their own tutors to deliver **School-Led Tutoring**. 75% of the cost will be subsidised and the DfE will provide ring-fenced grant funding.

To find out more about how your school could get involved with the programme, here is a [summary](#) of the three routes available and [answers to common questions](#) about NTP for schools.

To hear about how the NTP has been implemented in a school, Principal David Benson shares his experiences on the [DfE Teaching Blog](#)

Learn Ofsted's approach to inspecting pupils Personal Development through RSHE & PSHE

Join us this month and in November for an exciting line up of guest speakers and topics to assist you with your PSHE and RE needs.

- Do you need some practical ideas on how to teach **Sikhism** as part of your RE curriculum? We will give a straightforward 4-step planning process to make RE not only manageable but exciting for teachers and children.
- Hear from **Roary Pownall, HMI, Ofsted** on the approach taken to inspect children's personal development under the Education Inspection Framework. Our webinar's fill up fast so make sure you reserve your place soon, simply select the webinar you are interested in attending and **register your place**:

7 October 2021
4-5PM BST

[Enjoying teaching Sikhism with primary children](#)
Hosted by: Alison Harris, Senior Associate Consultant, Jigsaw

[Book here](#)

9 November
2021

[Jigsaw and Ofsted](#)
Hosted by: Jan Lever, MBE, Jigsaw

Guest: Roary Pownall, HMI, Ofsted

[Book here](#)

If you have any questions or require assistance signing up for a specific webinar please contact the Jigsaw team: customer@janlevergroup.com

HANS Conference 2022

Following overwhelming positive feedback for continuing with the ever-popular annual Headteachers' HANS Conference, the committee has agreed to proceed with a conference for 2022! This will be an excellent and much needed opportunity to meet, network and hear some top-quality speakers! Save the date and more details will follow.



Monthly Accruals and Prepayments

Following the article in last week's bulletin, we are pleased to provide some detailed [guidance](#) for School Business Managers and school finance staff on the new monthly accruals and prepayment procedures for this financial year. The guidance should help clarify what action the Central Team will be taking and also to enable schools to consider those areas of income and expenditure that will need accrual or prepayment journals to be processed on a monthly basis.

The Central Team will be processing these transactions for schools, but will need information from schools in order to do so. We have prepared a [schedule request template](#) for this purpose which should be returned to lspfinance@lsp.org.uk by 22nd October at the latest, and then as required thereafter. Please contact the Finance Team for support.

Central Recharges for Core Services and other services

As part of our work on monthly accruals and prepayments, we have now moved to monthly recharges for Core Services and other recharges between schools and the Central Team for Service Level Agreements and secondments. The recharges for September have been processed on nominals 5165 and 5166. Please note that the Core Services charges will be adjusted later in the year to take into account any Pupil Growth funding and final Pay and Pension grants (for Post-16).

Audit Workbook Preparation and Monthly Finance Checklist

As you are aware, the Monthly Finance Checklist includes a number of optional tasks to help you prepare for and minimise the workload associated with the Year End Workbook.

As part of our move towards monthly accruals and prepayments, depreciation of assets will need to be accounted for on a monthly basis. This process will be managed by the Central Team, but will require a monthly return from schools to advise us of any purchase or disposal of fixed assets. A template has been provided for this purpose as part of a revised monthly checklist and this Fixed Asset template should be returned to lspfinance@lsp.org.uk by the last working day of the month. This monthly return will mean that we will not require any fixed asset information as part of the year end work. [The monthly checklist](#) has been revised to make this a compulsory task.

Additionally, we would suggest that you complete the 'Temporary Staff Disclosure' and staff sickness on a monthly basis, as these are often time consuming to complete for the whole year. However, these tasks are purely optional. To help you, we have saved a draft slimmed down 2021-22 [audit workbook in Folder](#) that you may choose to complete on a monthly basis. (Please note that a revised audit workbook will be issued in the Summer term, so if you use this draft version to aid your year-end preparation, you will need to copy and paste information into the final version).

2020-21 Year end Processes

The Central Finance Team have now input all schedules from the audit workbooks and has uploaded a second budget monitoring report to Orovia. This will give schools an initial indication of the year-end outturn, but this will still be subject to change by the auditor's adjustments. Schools now have a two-week period, until **15th October**, to review your projected outturn and raise any queries. The Finance team will be supporting schools with this process. Any journal adjustments needed, when you have reviewed your outturn need to be sent to the Finance Team by no later than 19 October (again using the journal template and sending to lspfinance@lsp.org.uk). It is our intention that the finalised outturn position will be confirmed in early November.

For all audit enquiries/submissions could we please ask that the subject field starts with "AUDIT" - these will make the Audit queries and documentation easily identifiable. Please do not send to individual email addresses.