



Preparation for September 2023

CONTENTS
Annual Planner 2023-24
Appraisal Documents and Deadlines
Nurture UK Training for all school staff
Safeguarding: Checks and Training
Annual Safeguarding Declaration 2023-24
Childcare Disqualification Form (primary staff only)
Other compulsory staff training for September 2023
Gifts and Hospitality Declarations
Register of Business and Pecuniary Interests
Dates of School Leaders' Meetings 2023-24
Headteacher's Report Template
School Development Plan Templates
Who's Who in the LSP Central Team
Welcome to new headteacher colleagues
Summary of key links

We have created this special bulletin to give you all of the links and documents you need for the start of the next academic year (September 2023) in one place.

You may want to share this bulletin with other colleagues for example your School Business Manager/Office Manager, HR administrators, Clerk to Governors, DSL etc.



Annual Planner 2023-24

The Annual Planner for 2023-24 has been created.

This document outlines the key activities, returns and deadlines for all those within the LSP for the next academic year. It should be used to form agendas for Local Governing Bodies (LGBs) as well as tasks and activities for your school's Senior Leadership Team (SLT).

A 'how to use the annual planner' video [can be viewed here](#).

[Click here to view the Annual Planner for 2023-24](#)

Appraisal Documents and Deadlines

Headteacher Appraisals

As per the Annual Planner, are to be completed between 18–29 September 2023. You should have already been contacted with the date for your appraisal.

Headteacher appraisal paperwork, and guidance, [can be found here](#) and should be completed and shared with your Line Manager (to do this send a copy to ecapel-davies@lsp.org.uk) and Governors attending your appraisal prior to the meeting taking place.

Interim Appraisals for Headteachers should take place in December 2023 and March 2024.

Teaching Staff Appraisals

There have been no changes to the appraisal documentation for teaching staff this year. This should mean they are familiar with the paperwork, what to complete and can copy and paste information easily from last year's document.

The [documents can be found here](#) –please download them onto your school's network.

- Applications for those wishing to move to UPS need to be completed, following signature/authorisation from Headteachers, to hr@lsp.org.uk by Friday 29 September.
- All teacher appraisals should be completed by Friday 20 October (end of Term 1)
- Headteacher's will be sent a spreadsheet by LSP Central HR Team (around 13 September) for you to confirm pay progression for teaching staff- this needs to be signed off by the Head and your LGB by Friday 3 November so it can be agreed at the Board of Trustees in early November.

Support Staff Appraisals

There have been no changes to the [appraisal documentation for support staff](#) this year. This should mean they are familiar with the paperwork, what to complete and can copy and paste information easily from last year's document. Again please download them onto your school's network.

All support staff appraisals should be completed by 31 October 2023.

Nurture UK Training for all school staff

To allow schools to introduce their staff to the Whole School Nurture Approach in September 2023 (leading to whole school alignment from September 2024) the LSP has procured access to [Nurture UK](#) resources for schools.

This training needs to be delivered to all student facing staff* on the INSET Days at the start of Term 1.

How to access these resources

- You'll need to create an account on the [Nurture UK platform here](#).
- Once you have logged in: Find and add the 'A whole school approach' product bundle to your basket.
- It will ring up a cost of £1,000, but click on I have a voucher code and enter the following code: accesswebinarbundleighthouse . This will cover the cost of the package so you can then download/view the videos and slides.
- You can log back into the Nurture UK platform at any time to access the resources and show them to staff.

Headteacher's may also want to share these set up details with Nurture Project Leads/SENCOs so they can also access the resources, especially if they will be involved in the INSET delivery.

It is strongly recommended you run through the slides/resources before September so you know what you are going to be delivering to staff.

Debbie Coker is holding a drop in session (via MS Teams) on Thursday 20 July at in case you have any questions once you have looked through the resources.

If you have any problems with accessing the Nurture UK resources, or any other questions, please email Debbie Coker, Director of Inclusion: dcoker@lsp.org.uk

*as this is a whole school approach you may decide to deliver this training to all school staff.

Teams Drop in Session Details

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 316 786 732 682

Passcode: 7ifnun

[Download Teams](#) | [Join on the web](#)



nurtureuk

Safeguarding: Checks and Training

There are a number safeguarding related checks and training that needs to be completed by all LSP schools at the start of the new academic year.

[Keeping Children Safe in Education](#) has been updated for September 2023. All school staff will need to updated on the changes within this document at the start of the school year.

Slides and videos for this training (if required) will be [uploaded here](#) from 17 July 2023.

Please remind staff how they should be reporting any concerns and how CPOMS works.

All staff need to complete the Annual Safeguarding Declaration (see separate item) by Friday 22 September.

New Starters

Ensure that all new staff and governors have attended basic awareness/ Level 1 safeguarding training and Prevent training. This will include checking that contractors have completed required safeguarding training as on [LSP guidance](#).

New staff will also need a briefing from your Designated Safeguarding Lead which needs to include CPOMS and how they use it.

Safeguarding Policy

The LSP Safeguarding Policy has been updated and will be signed off by Trustees on Wednesday 19 July 2023. We will then circulate this updated policy to you so this can be personalised for you school, published for the start of the next academic year and adopted by your LGB at their first meeting.

Single Central Record (SCR)

- Please ensure your SCR is up to date, especially in terms of starters and leavers
- Ensure regular SCR checks in the first few weeks to ensure any gaps are quickly filled
- If there are any gaps on your SCR ensure that risk assessments have been put in place immediately.

Safeguarding Checklist

[Click here](#) to access a safeguarding checklist you can use to ensure you have completed all essential safeguarding checks and activities in September.

Annual Safeguarding Declaration 2023-24

All LSP staff are expected to complete the Annual Safeguarding Declaration to confirm they have received the necessary safeguarding training/updates and to sign a number of declarations.

This declaration is on the Employee Self Service (ESS) system* which allows SBMs can run a report for their school identifying who has signed the declaration and who is pending through iTrent and keep the Designated Safeguarding Lead updated.

As it forms part of the Single Central Record this is compulsory and should be done swiftly after completion of essential safeguarding training.

Please share the instructions below for all staff on access this declaration and ensure they do this as promptly as possible and by Friday 22 September at the latest.

Instructions for Employees

When you log into your Employee Self-Service (ESS) the Annual Safeguarding Declaration will appear. You will be able to click on the links to access the policies and documents.

Once you have read and understood these documents you need to type your name in the signature box and click the 'sign' button.

Once you have signed the document you can click on the cross in the top right hand corner and this will then take you into ESS to view your details.

Logging into ESS

To log into Employee Self Service click here: [ESS - Login \(webitrent.com\)](https://webitrent.com)

- Your username is your school email address.
- If you have not signed in before your first-time password is the 8 digit account number that your salary is paid into.

ESS will also allow you to

- View your payslips from 1st April 2022 to date
- Update your bank details
- Add/update your next of kin and emergency contacts
- Change your address
- View your employment details
- Change your password

If you have any difficulties in logging into your account please speak to your School Business Manager who will be able to help. A user guide to help with ESS navigation is available on LSP Gateway.

Please can you sign the Annual Safeguarding Declaration by Friday 22 September, or sooner if you are able.

schools **must ensure that all new starters are loaded onto the iTrent system by the start of the academic year. Otherwise they will not be able to access the ESS for the Safeguarding Declaration, pay slips etc.*

Childcare Disqualification Form (primary staff only)

This form needs to be completed annually for those working with children 8 and under. The form is also online on the ESS.

Again the log in link is: [ESS - Login \(webitrent.com\)](https://webitrent.com)

Other Compulsory Staff Training—September 2023

There are a number of other statutory training items that need to be completed by all LSP staff at the start of the new academic year

Cyber Security

All staff need to complete [Cyber Security Training](#) once a year as per guidance from RPA. If this matches with the training cycle of your school please ask all staff to complete the training as soon as possible. They can create a certificate to confirm they have taken this training, and copies of these should be noted on their staff files/CPD records.

The link to access this training is:

School specific Health and Safety and Fire Awareness Training

Please ensure all staff receive school specific fire awareness (muster points, storage of combustible materials etc) and health and safety (asbestos awareness, lifting and carrying etc) as this is required annually.

Comprehensive online training on both of these areas will be available to all LSP staff from Term 2 onwards. More details to follow in due course.

Training for new employees

New employees joining your school in September will have a longer list of compulsory training to undertake, if you have any questions please contact [Beth Watts](#).



Gifts and Hospitality Declarations

As per the LSP Business Ethics Policy all members of staff are required to inform their line manager of offers, as detailed below, of gifts and hospitality offered in connection with their links with the school or Trust as they arise, and whether the offer was accepted or declined.

These need to be recorded on a Gifts and Hospitality Declaration Form and a collated register for the past financial year (1 September 2022–31 August 2023) needs to be returned to the LSP Central Team (LGBreturns@lsp.org.uk) by Friday 22 September so please request this information from your staff to meet this deadline.

Recommended limits Gifts, Hospitality, Entertainment or other services	Information on acceptance/referral/ declaration
Occasional/one off - Below £50	Deemed acceptable Declaration not required
Occasional/one off - Between £50 and £250	Advisory Band - please refer to the Trust's Chief Financial and Operating Officer as to whether declaration of offer to be registered*
Occasional/one off - Over £250	Declaration of offer to be registered whether accepted or declined
Regular - any value	Declaration of offer to be registered whether accepted or declined
Any gifts/favours that are sustained or Members, Trustees Governors/staff have concerns about that may compromise their integrity should be documented.	

Members, Trustees and Governors are also required to complete this form. The Clerk to your Local Governing Body (LGB) will be given the information they need to gather this information from your Governors.

*individual teachers are unlikely to receive regular gifts or gifts worth over £250. Items from a parent(s) with no business interest would be deemed as acceptable (with no need to register) and the CFOO has delegated this decision making to the Headteacher. The exception would be if the gift was from an existing or prospective supplier. Any questions or queries please contact [Louise Malik](#).

Register of Business and Pecuniary Interests

As per the [LSP Business Ethics Policy](#) the following staff must complete a Business and Pecuniary Interests form:

- All members of the Schools Leadership Team
- All members of the Schools Finance Team
- Any members of staff that have, or contribute towards, authority to spend such as budget holders

Please organise completion of this within your school and complete the summary section of each document. A copy of this register needs to be returned to the LSP Central Team by Friday 22 September—please email LGBreturns@lsp.org.uk so please request this information from your staff to meet this deadline.

A copy should also be made available on your website for inspection by any interested party such as staff, parents, auditors and the Education and Skills Funding Agency (ESFA).

Members, Trustees and Governors are also required to complete this form. The Clerk to your Local Governing Body (LGB) will be given the information they need to make this register for your Governors and their summary return will also need to be uploaded onto your website.

[Gifts and Hospitality Form](#)

[Business and Pecuniary Form](#)

Dates of School Leaders' Meetings 2023-24

A reminder of the dates for the School Leaders' Meetings next academic year.

Date	Venue
4 October 2023	Nailsea Baptist Church
8 November 2023	Nailsea Baptist Church
17 January 2024	Nailsea Baptist Church
6 March 2024	Nailsea Baptist Church
1 May 2024	Nailsea Baptist Church
12 June 2024	Nailsea Baptist Church

Headteacher's Report Template

As discussed at the School Leaders' Meeting in June 2023 a template has been put together to assist with your reporting to your Local Governing Body (LGB).

This template is saved on the LSP Headteachers' SharePoint and can be accessed (please download a copy and save on your network) here:

[Click here to access the Headteachers' Report Template](#)

We have asked Clerks to return a copy of this report, along with the LGB minutes, to the Central Team.



School Development Plan (SDP) Templates

Primary Headteachers

A template has been created for you to use for your School Development Plan (SDP).

[Please click here to access the template](#). This is a shared document so please download a copy from SharePoint to your own computer/network before updating.

Secondary Headteachers

Please use the links below for templates for 2023-24

[School Development Plan Template](#) (please ensure you download a copy to your own computer/network before updating)

[School Three Year Strategic Template](#) (please ensure you download a copy to your own computer/network before updating)

Who's Who in the LSP Central Team

We have created a summary document of the LSP Central Team from September 2023 onwards, with their working days and emails.

[Who's who in the LSP Central Team](#)

You are welcome to call the LSP Central Team on 01275 841396 with any queries or questions you may have.



Welcome to new Headteacher Colleagues

We have a number of new Headteachers from September 2023:

- Steve Lung—Headteacher at Flax Bourton Primary
- Richard Riordan—Headteacher at Golden Valley
- Lucy Sargent—Acting Headteacher at Portishead Primary

Summary of key links

[Click here to access the Annual Planner 2023-24](#)

[Click here to access the Headteachers' Sharepoint Site](#)

[Click here to access the Headteachers' Report Template](#)

[Click here to access Appraisal Paperwork for 2023-24](#)

[Who's who at the LSP](#)

*Wishing you all the best for a smooth and
successful start to 2023-24!*