

# News Bulletin



LIGHTHOUSE  
SCHOOLS PARTNERSHIP

Issue 2: 13 September 2023



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## Introduction

At time of writing we have run two of the four hub welcome sessions for new staff. It has been really great to see enthusiastic new colleagues who have already received a very warm welcome in schools, who are excited about their new roles and who are already having a very positive experience of life in our schools. We have shared some information about employee benefits, but even more importantly we have been introducing them to the huge number of professional development opportunities that we have for educators (teachers and support staff) in their careers with Lighthouse. It is in all of our interests to both recruit the best people but also to expect that they stay within the Trust for some future promoted posts too. I am really hoping that over the next few years we begin to change our culture to be much more mutually minded and see staff flowing through our schools from one role to another as gain rather than loss. As we do our appraisals I hope that you will flag up the link to the opportunities register in the appraisal documents so that we can identify colleagues ready for the next step and maximise our chances of retaining them somewhere in the Trust.

Eleanor and I have a review of the complaints procedure on our to do list for this term. As we begin thinking about that, I'd be interested in hearing any suggestions of thoughts about how we could improve on the current model.

Admissions Policy consultations for 2025-26 are just about to commence. In our North Somerset schools we are seeing a sharp decline for places in Reception. We will need to adjust some intake numbers. That decision is shared between the Board of Trustees and the LGB (who recommend). If you would like me or someone else to support your LGB in considering a change in your intake number, please let me know. It is really important that governing bodies are fully aware of the demographic projections, so I'll circulate the new North Somerset forecasts as soon as they have been approved by the DfE, which we expect imminently. The numbers in our rural communities in B&NES look more stable, I am happy to say.

As ever,  
Gary



## Outcome of Principal Accounting Policy Consultation

During June and July, we consulted with stakeholders on the following policies:

Principal Accounting Policies

Reserves Policy

Investment Policy

Thank you to those of you that responded to the consultation. The Trustees have now agreed the policies which have been updated, where applicable, with your feedback.

The final versions of the policies are now [available on foldr](#)

I would like to take this opportunity to highlight some of the significant changes in the Reserves Policy and the processes that will be put into place to administer them:

*5.4. If the Trust's overall reserves are below, or projected to be below, the minimum target range (below 3%), all schools within the Trust will be required to set a balanced budget without utilising their accumulated reserves in order for the Trust to establish or maintain reserves within the target range. This position will be agreed and communicated by Trustees as part of the budget assumptions guidance issued in advance of the budget preparation process.*

The overall reserves are projected to be below 3% for both 2024-25 and 2025-26 and therefore the requirement to set a balanced budget without utilising your accumulated reserves, as detailed in section 5.4 of the Reserves Policy, is in place as you begin to plan for these years. This position will be updated and confirmed each year as part of budget assumptions guidance.

*5.6. The LGB of individual schools must refer any spending decision outside the agreed budget, that meets the criteria in 5.6.1 and 5.6.2 below, to the Finance Committee of the Board of Trustees for review and approval. Any such request will only be agreed in exceptional circumstances.*

*5.6.1. Spending not included in the agreed budget of £15,000 or more for a primary school or £50,000 or more for a secondary school must be referred to the Finance Committee of the Board of Trustees*

*5.6.2. Additional staffing to the levels agreed in the budget (either contracted or casual for a period of more than one month) must be referred to the Finance Committee of the Board of Trustees*

The new requirement in section 5.6 of the Reserves Policy is now in place. We have devised of process and timescale to apply for additional spend or staffing that is not included in your approved budget. The flowchart with timescales is provided below:

## Application Process



An [application form](#) to be used is also available.

Information about the financial projections for the Trust over the next three years was shared with schools in the bulletin on 6<sup>th</sup> September. These additional control measures are necessary to ensure the financial sustainability of the Trust. Whilst we aim to process requests in a timely and efficient manner, we do not yet know the volume of requests that we will receive and how complex they will be to assess. We will keep the process under review during term 1 and, if necessary, amend the process for term 2 and beyond. Your co-operation and understanding in this process will be much appreciated.

*Louise Malik*

*Chief Financial and Operating Officer*

## Headteachers' Appraisals - document preparation

Headteacher appraisals have been scheduled to take place 18–29 September 2023.

A reminder that you need to send a first draft of the paperwork for 2023-24, as well as copies of the documentation from last academic year, to your School Improvement Partner and any Governors attending the meeting 10 days in advance of your appraisal so that they can prepare for the meeting.

Copies of Headteacher Appraisal paperwork can be [found here](#). Please download a copy to your own network before completing the forms.

## Ofsted: Blog and Webinars

Ofsted have written a blog, outlining the changes in how they inspect schools.

[School inspection update September 2023 - changes to how we inspect schools - Ofsted: schools and further education & skills \(FES\) \(blog.gov.uk\)](#)

They also have a range of webinars this term: [Ofsted webinars for schools \(smartsurvey.co.uk\)](#)

## Sustainability Update

Over the summer we have reviewed the combined work and plans from the completed sustainability audits and can confirm that many elements will be picked up and covered centrally. These will include works such as installing pipe installation, Sava Watt devices and timed fused spurs to water heaters.

We continue with the LED programme and have had the detailed lighting schedules from all schools to enable this to progress more quickly. Visits with contractors will be forthcoming - coordinated with your estate lead.

All of the above can discuss in our face-to-face meetings to review your individual priorities and works. These will be arranged over the coming weeks with your estates lead.

### Meter Updates

The upgrade of meters is taking a little longer than initially hoped. We thank you for your support in facilitating these appointments. If you currently have a Half Hour meter, you should now be able to log on to the Stark dashboard to review your usage. If you haven't already set up your account, you can email [callen@stark.co.uk](mailto:callen@stark.co.uk) to gain access to your account.

Appointments will continue through until October half term for meters. Any questions please contact Steph Franklin.

*Stephanie Franklin*

*Sustainability and Project Manager*



## Reinforced Autoclaved Aerated Concrete (RAAC)

You will undoubtedly have heard a lot about RAAC in the news over the last couple of weeks. We have assessed the likelihood of RAAC being present in all of our school buildings on the basis of their age and construction type and in most cases, we are confident that RAAC isn't present.

We have had detailed surveys undertaken at one of the schools where we assessed that RAAC could be present and RAAC wall panels were identified. The panels in this case do not present a significant risk but, with an abundance of caution, we have closed the area concerned (a corridor) and are working with the DfE to have the area propped in the short term and the RAAC panels removed in the longer term. We have commissioned surveys of four other schools where our assessment indicates a possibility of RAAC and the schools involved are aware of this.

If you have not been informed that we have commissioned a survey for your school then we do not believe that you have any RAAC on site.

If you are concerned about this issue please contact your Hub Estates Lead.



## Lead Theft

One of our schools was a victim of lead theft over the weekend. The impact has been significant and has required emergency work to be undertaken to protect the school from the weather until the full replacement works can be undertaken.

Please be aware of the risk of this type of theft and take all the measures available to you to secure your site and reduce your risk.

## Admissions Arrangements (policies) - 2023-24 and 2024-25

All schools must ensure that they have the admission arrangements for 2023-24 (this academic year) and 2024-25 (next academic year) on their website.

The easiest way to do this, and to ensure that you are displaying the latest version of the document, is to place a link from your website directly to the Trust-wide admissions policies on [the LSP website](#).

As we have schools in both North Somerset and BANES, there are slightly different versions of the admission arrangements depending on where your school is located.

## Admissions Arrangements (policy) - 2025-26

We will be working with the two local authorities to update our admissions policies for 2025/26. These will be issued for consultation in Term 2. Headteachers and local governing bodies (LGB) should be aware that we will not make any changes to each criteria unless you ask us to do so.

Therefore, your LGB should review your local arrangements/oversubscription criteria and if you wish to make changes to your admissions arrangements for 2025-26, please can you advise the [LSP Central Team](#) by the end of **Term 1 - Friday 20 October**. If we do not hear from you, we will assume that you do not wish to change your arrangements.

For some schools the Trust may make some suggestions directly in regards to changes to your Admission Arrangements for 2025/26.

Please note that a consultation must take place if your admissions arrangements have not been consulted on within the last seven years. Formal consultation must take place for a period of at least six weeks before early January 2023. This means that the deadline to launch a consultation would be Term 2 which is why we have to start this process now.

## Safeguarding—Contractors on School Site

Contractors who attend our sites regularly and are part of a central contract have been asked to provide updated DBS lists for our records. The following contractors have also been asked for their safeguarding training information; Aspens, Purgo, 2IT, WSS & Cornish Garden services.

On receipt of these lists, they will be placed in **Foldr: School Business Managers/Trustwide/ Contractor Safeguarding Information**. You will also need this information for any wraparound care provider operating in your school.

*Beth Watts*

*Procurement & Contracts Officer*

## New Starter Training - Scomis

As part of our contract with Scomis we receive several training sessions free of charge each year. We are considering running a **SIMS for beginners** course this term and would appreciate any expressions of interest. If there are any staff that you feel may benefit from this course, please email [bwatts@lsp.org.uk](mailto:bwatts@lsp.org.uk) by Friday 15th September.

## Estates Training Day - Change of date

Calendar invites have now been sent out for this event. Please note the change of date from Tuesday 17<sup>th</sup> October to **Thursday 19<sup>th</sup> October**.

Lunch will be provided and therefore we would be grateful if you could confirm your attendance and inform us of any dietary requirements. Laptops will be required as well as your site file/records of weekly, monthly tasks if at all possible.

*Beth Watts*

*Procurement & Contracts Officer*



## National Tutoring Programme Grant (NTP)

All schools must complete and [submit the year-end NTP statement](#) by 2pm on Friday, 29<sup>th</sup> September 2023. You must report all tutoring delivered in the 2022 to 2023 academic year. **Failure to submit the form will result in your full funding allocation being recovered by the ESFA.** Please complete the form even if you did not use any of your funding.

Before completing your year-end statement, check [how much money your school received](#). This should match your funding on nominal code1021.

Your submission will include:

- how much your school spent on tutoring - this should be the total amount you spent on tutoring (the portion funded by the NTP grant and the contribution from your school)
- how many hours of tutoring your school delivered - this should include every hour delivered per pupil (for example, if you delivered a 15-hour course to 3 pupils, you would count it as 45 hours)
- how many pupils in our school have received tuition - only count pupils once, even if the same pupil received tutoring in multiple subjects.

If you need help the ESFA have published [guidance on how to submit your year-end statement](#).

**Any estimated clawback of funding should be included under Other Creditors in your 2022-23 Audit Workbook.**

## Claiming Gift Aid on Donations

The Trust is registered with HMRC to enable schools to claim gift aid on voluntary donations. Schools will need to ensure that any donations received are eligible for gift aid and we have produced some [guidance](#) for more information. Schools must ensure that a declaration form is completed (either hard copy or electronically if you prefer) for each donation and these declarations must be retained by schools as a clear auditable record. A hard copy of the declaration form is available to download [here](#).

The Finance Team will submit an annual claim on behalf of all schools in October for the any eligible donations for the 2022-23 financial year. Schools will need to add details of their donations to the template available to download [here](#).

The gift aid income received will be apportioned back to schools as appropriate, but may take a few months to be processed by HMRC. If you have received eligible donations and have the appropriate declarations in place, please complete the template and return to [finance@lsp.org.uk](mailto:finance@lsp.org.uk) by Thursday 28<sup>th</sup> September.

Please do **not** assume gift aid income as accrued income on your Audit Workbooks, but treat as income for 2023-24 once any gift aid income is received.

## Pension Awareness Week 11th-15th September 2023

Pension Awareness Week is taking place between 11 and 15 September. It's a great reminder for members to think about how much income they'll need in retirement, as well as how their pension works.



### Teachers' Pensions (Teaching Staff Provider)

Teachers Pensions will be hosting presentations for their members covering an 'Introduction for new starters', 'Getting the most from your teacher's pension' and 'Planning retirement' during pensions awareness week. They will also be launching an online lifestyle section to offer members practical tips about health and wellbeing, teaching resources and pension information from a range of external sites.

There will be lots of useful information and resources to look out for via the Teachers' Pensions website and social media channels [here](#), so be sure to follow and help spread the word to Teachers' Pensions members.

### Avon Pensions (Support Staff Provider)

Members can watch short videos [here](#) to learn more about the Local Government Pension Scheme (LGPS) and their options as a member of the LGPS Scheme.

Also, the Avon Pension Fund are working with Affinity Connect in 2023, to offer Pre-Retirement Online Courses. The courses are designed to help scheme members plan for a positive retirement.

### Dates

- 18 September 2023
- 11 October 2023
- 16 November 2023
- 23 November 2023
- 08 December 2023

It is important to note that the webinar will provide information only and will not include or constitute regulated financial advice.

Pensions members are advised to book early as spaces are limited.

Click [here](#) for further information.

## Cost of Living / Pension Contribution Flexibility

There may be times when some of our employees are in a difficult financial position and consider opting out of the LGPS scheme to save money. In case you are not already aware, the LGPS offers its members the flexibility to stay in the scheme at such times and continue to build up valuable pension benefits. Members can elect to pay half their normal contributions and build up half their normal pension. This is known as the 50/50 section of the LGPS. Click [here](#) for further information.

## Pension Nomination Form and Contact Details

We ask that you encourage Teacher's Pensions members and LGPS members to log-in to the relevant pension portal to check their contact details are correct and to update them if required. We also recommend that members review their pension nomination forms to ensure they are up to date. Members should review their circumstances regularly and particularly following any significant change in their personal circumstances. Relevant changes may include marriage, divorce, or separation. They can submit a new nomination or change an existing one through the relevant website.

LGPS Employee Pension Portal [here](#)

Teachers' Pensions Portal [here](#)

*Jackie Miles*  
Senior HR Advisor



## Pay Progression - Teaching and Leadership

We are in the process of preparing the spreadsheets for pay progression, which will be sent to schools on Friday **29<sup>th</sup> September 2023** via the HR Secure which is in the LSP domain of Microsoft Teams. You should have all received details on how to navigate to this area of Team, however if you have any questions, please contact [hr@lsp.org.uk](mailto:hr@lsp.org.uk).

The deadline for returning completed spreadsheets to the HR Secure Team is **10am on 1<sup>st</sup> November 2023**.

Please ask your Chair of Governors to sign (or send an email to HR), to confirm they have seen and agree with the contents of the pay progression spreadsheet. Pay progression across the Trust will then be ratified by Trustees and letters confirming increments will be created by the Central HR team and sent to schools on Monday 11<sup>th</sup> December, for distribution to staff in readiness for December pay. Pay increments will be paid in December payroll, backdated to 1<sup>st</sup> September. Pay progression details will be directly uploaded into iTrent by Neo People to avoid schools updating this information. Please ensure that columns in the spreadsheet are not deleted to enable this process to take place.

If you have any queries in completing the spreadsheet, please contact the HR Team, [hr@lsp.org.uk](mailto:hr@lsp.org.uk). If there are any special considerations, please inform Tania Newman ([tnewman@lsp.org.uk](mailto:tnewman@lsp.org.uk)) as soon as possible.

## Threshold Applications

A reminder that if you have teaching staff who are applying to go through the threshold to the Upper Pay Scale (UPS) this academic year, please ensure that the Headteacher has received applications by Friday 29<sup>th</sup> September 2023.

## Web Recruitment Training

The Central HR Team are providing training for those schools who are not currently using this module of iTrent. The training is aimed at School Business Managers and HR leads in school and will cover three modules:

Module 1 - Recruitment requisition and advertising

Module 2 - Shortlisting, invite to interview, reject before interview, reference requests.

Module 3 - Offer to successful candidate, contracts (for secondary schools only), reject unsuccessful candidate, and onboarding.

Dates being offered for module 1 are:

- Tuesday 26<sup>th</sup> September 10.30am to 12.00pm
- Wednesday 27<sup>th</sup> September 1.00pm to 2.30pm
- Monday 2<sup>nd</sup> October 10.30am to 12.00pm
- Wednesday 4<sup>th</sup> October 1.00pm to 2.30pm
- Tuesday 10<sup>th</sup> October 11.00am to 12.30pm
- Thursday 12<sup>th</sup> October 9.30am to 11.00am

Schools will be contacted by the Central HR Team to book a convenient time for their training to take place. Web recruitment will reduce the burden on many administrative tasks including references, booking interview times. Please feel free to contact [hr@lsp.org.uk](mailto:hr@lsp.org.uk) if you have any questions.

## Safeguarding Reminders for Governors and Trustees

A reminder that all Local Governing Bodies (LGBs) must undertake safeguarding refresher training at the start of each academic year.

If this was not included within your first LGB meeting of the year please can you organise a separate session with your Designated Safeguarding Lead (DSL) before the end of September.

An electronic Safeguarding Declaration Form has been created for LSP Governors and Trustees to complete once they have undertaken their training and read the required documentation.

[Click here to access the online declaration](#). Clerks can share this link directly with those on their LGB. It is good practice to get this done as soon as possible in the new academic year and we have a deadline of Friday 6 October for all online returns to be complete.

## Important Local Governing Body Term 1 Agenda Items

With Local Governing Bodies (LGB) meetings beginning this month please make sure that you cover the following areas :

- DBS checks - all up to date.
- Signed code of conduct documents - verify for all governors.
- Registers of Business and Pecuniary Interests and Gifts and Hospitality registers (if applicable) - mentioned in last week's bulletin.
- KCSiE update and Safeguarding training and declaration - governors to undertake and complete declaration (as mention in the article above).

Any questions please contact [Chris Hills, LSP Governance Professional](#)

## Dates of Chairs' Forum Meetings

Date	Attendance details
Tuesday 17 October 2023 from 6.30pm	All Chairs invited to attend, in person at Gordano School
Tuesday 23 January 2024 at 7.00pm	Meeting online. Attendance required at one of these dates
Wednesday 24 January 2024 at 10.30am	
Wednesday 20 March 2024 at 7.00pm	Meeting online. Attendance required at one of these dates
Thursday 21 March 2024 at 10.30am	
Tuesday 11 June 2024 at 10.30am	Currently meeting planned to be online. Attendance required at one of these dates
Thursday 13 June 2024 at 7.00pm	

We plan to hold the first meeting in person at Gordano School but the remainder will be online via Microsoft Teams. Invitations to the meetings will be sent out in the next week or so; please keep an eye out.



## Primary Assessment

KS2 Data Checking and Progress Measures [DfE School and College Tables Information \(education.gov.uk\)](https://www.gov.uk/government/consultations/dfe-school-and-college-tables-information)

This opened 11/9/23 and all submissions must be made by 5:00pm on Friday 22 September 2023. You can also access progress scores here.

If you think you have children who qualify to be removed from your data you MUST submit this request through this website and provide the required information.

KS2 Attainment [Key stage 2 attainment \(provisional\): 2023 - National statistics announcement - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/key-stage-2-attainment-provisional-2023-national-statistics-announcement) will be released 9.30am 12<sup>th</sup> September.

## Foundation Stage Baseline Assessment

This opened last week and as a Trust we aim to complete these within the first three weeks, so that they have been done by the time pupils are in full time. You will need to:

- Set up access so your staff can access the platform
- Import pupils from SIMS
- Complete the assessments (hopefully you have saved the resources from last year!)

Remember that this is 'black box data' so you won't have any scores for pupils, but this will be used to calculate pupil progress when they complete the KS2 SATs in Y6. You can print off a report in the form of a commentary for each child.

We obviously don't ask our schools to complete any other baseline assessments for pupils or put anything on Insight at this point. However, it's important that Foundation Stage (FS) staff identify children who are working below ARE at this point so they can target and support them straight away

## Lighthouse Schools Learning

We are really pleased that Sarah Calderwood has joined the LSP Central Team to support with our CPD administration - she will make all our processes much more efficient!

Thank you for completing the CPD requests for this year. We will be emailing delegates directly with details about the sessions they are attending.

This will be done the week before each CPD session and will come from the Lighthouse Learning email.



LIGHTHOUSE SCHOOLS  
LEARNING

## New Deputy Headteacher Induction

We have a detailed induction plan for our new Headteachers but there may be sessions that would be beneficial for new DH/AHs to attend - especially if they are leading this area.

If you would like them to attend any sessions please can you email [scalderswood@lsp.org.uk](mailto:scalderswood@lsp.org.uk) with their name, email and which sessions they would like to attend so we can add them to the delegate list.

 [LSP HT Induction.docx](#)

## School Sport and Activity Action Plan

The DfE updated the [School Sport And Activity Action Plan](#) in July. The update:

- aims to improve the quality of PE and school sport provision
- encourages 2 hours of PE a week
- helps to ensure equality of access to sport for girls and boys
- helps to increase the number of children playing sport in school and meeting curriculum expectations, including for swimming and water safety

The action plan will be of interest to schools, teachers, parents and the sport sector.

We hope to offer PE leads an opportunity to review this document and support their leadership of PE on 20<sup>th</sup> October 2023 - more details to follow.

## Ofsted Updates and Briefings

Ofsted have been busy preparing briefings over the summer. These include:

**Ofsted: The Best Start in Life - research into the three prime areas of early years learning**

On Friday, Ofsted published the second part in its series of research reviews, [Best start in life part 2: the 3 prime areas of learning](#), drawing on a range of research relating to early years education. The first in the research series can be found [here](#).

This second report highlights that frequent interactions between children and adults are fundamental to developing all young children's knowledge in the prime areas of learning - communication and language, physical development and personal, social and emotional development (PSED). Every interaction between a practitioner and a child plays an important role in building the knowledge and skills children will need. High-quality interactions are more likely to take place when:

- Practitioners are aware of what children already know and can do and respond accordingly
- Practitioners know the curriculum they want children to learn in advance
- All children experience enough planned and incidental interactions with adults to learn what they need to know

[Ofsted's Education Inspection Framework \(EIF\)](#) was revised in mid-July 2023. A new section has been added to the framework on evaluating safeguarding culture as part of the Leadership and Management section. The most important points made in the additional comments are about listening to the views of learners, making referrals in a 'timely way' and to keep policies, systems and processes under continuous review.

## Diocese of Bath and Wells CPD

Bath and Wells have a very full offer to support our Church Schools (please book directly with them).

Please see the grid below for an overview of what is available.

All training can be booked through the website by following this link [Education training and support - Bath and Wells Diocese](#)

A copy of the latest brochure can also be found on the page. You can also pay for courses via the online shop.

There has been one change of date since publication. The Member's Forum has been moved to 23<sup>rd</sup> November 2023 (originally the 28<sup>th</sup> November).

Autumn Date	Training event or Forum	Time	Cost
05.10.23	Help I've been given RE	4pm-5.30	£25pp
09.10.23	Clerks Forum	6-7.30	Free
11.10.23	SIAMS for Schools	4pm-5.30	£25pp
12.10.23	New Chairs of Governors ; Leading in a Church School or Academy	6-8pm	Free
16.10.23	Foundation Governor Forum	6-7.30	Free
06.11.23	Church School governance part 1	6pm -8pm	Free
08.11.23	Heads and Chairs	1pm-2pm & 6pm-7pm	Free
14.11.23	Collective Worship; Guidance, Planning and Resources	4pm-5.30	£25pp
21.11.23	Church School governance for members and Trustees	6pm -8pm	Free
23.11.23	Theologically rooted Christian vision	4pm -5.30	£25pp
23.11.23	Forum for Members	6-7.30	Free
30.11.23	Understanding Christianity Day	10-3.30	£50pp *
04.12.23	Church School governance for renewing foundation governor's	6pm -8pm	Free
05.12.23	Trustees Forum	6-7.30	Free
06.12.23	Church School governance part 2	6pm -8pm	Free
	* + (£80 if folder needed. This will be invoiced after the event)		

If you require any further information please contact:

Felicity Copley, Education Administrator—School Effectiveness and Go Team 01749 588 915  
or email [felicity.copley@bathwells.anglican.org](mailto:felicity.copley@bathwells.anglican.org)

## Lighthouse Learning CPD: Term 1

Date	Event
25 <sup>th</sup> September	SEND Network 1 - 4pm online
2 <sup>nd</sup> October	Assessment Network 3.45 - 5.00pm online
3 <sup>rd</sup> October	DSL Network 2.30 - 3.30pm online
9 <sup>th</sup> October	Maths Network 3.45 - 5.00pm online

Good luck to our seven Headteachers who are starting the Exemplary Leadership Programme in the next few weeks. Also to our four aspiring leaders who are attending the West100 residential next week at the start of this exciting programme.

## Designated Safeguarding Lead (DSL) Networks

We have the following dates in the diary for our LSP DSL network and would like to have a representative from each school. Teams links will be sent to DSLs before the meetings.

Date	Focus
3 <sup>rd</sup> October 2.30 - 3.30pm	Aligning CPOMS categories Supervision for Primary DSLs
9 <sup>th</sup> November 3.30 - 4.30pm	<u>PAPYRUS</u> SP-ARK training

As always, thank you for the work you do to keep our pupils safe and for the huge amount of safeguarding tasks and updates you have done this week.

### Home Office/DfE: Prevent duty

The Home Office has published [refreshed draft Prevent guidance](#) which incorporates recommendations from the Independent Review of Prevent. A statutory instrument has been laid in the House of Commons and, subject to Parliamentary approval, the guidance will be effective from 31 December.

Key updates, though subject to change, will include new training on foundations of extremism and terrorism; changes to terminology; and delivery of Prevent moving from a national to a regional model.

The Department has updated complementary guidance to reflect the draft, and has published new [template risk assessments](#) for [early years](#), [schools](#), and [further education](#).

# KEY LINKS, DATES AND DEADLINES

This does not replace to Annual Planner so please ensure you are checking this regularly.

*Please note the following links will only work for those who already have access to the relevant site or folder. If you feel you need to be given permission to access something please let us know.*

[Click here to access the Annual Planner \(via Sharepoint\)](#)

DATE	KEY DATE OR DEADLINE	FAO
18- 29 September 2023	Headteacher Appraisals to be completed by Friday 29 September	Heads & Chairs
Friday 22 September 2023	Deadline to submit Register of Pecuniary Interests and Gifts and Hospitality declarations LGBreturns@lsp.org.uk following LGB review.	Heads, SBMs & Clerks
Friday 29 September 2023	School Development Plan (SDP) and SEF, following LGB review, to be sent to LGBreturns@lsp.org.uk	Heads/Clerks
Friday 29 September 2023	Deadline for UPS applications to be sent to hr@lsp.org.uk	Heads
Wednesday 4 October 2023	School Leaders Meeting @ Nailsea Baptist Church	All Heads
Friday 6 October	Deadline for Governors and Trustees to complete Annual Safeguarding Declaration	Clerks, Chairs and DSLs

Trust-wide operational policies can be found on [the LSP website](#).

A reminder that all schools within the LSP must be using these policies and they supersede any policies previously in place for those who have recently joined the trust.

## 'Appraisal Season'

All staff appraisals (except Heads) should be completed by Friday 20 October (end of Term 1).

Templates for these documents can be found here

[Folder](#)

[LSP Communications SharePoint](#)

Please ensure you download a copy onto your school server before circulating to staff.



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