



Preparation for September 2024

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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 2024) in one place.

*Items marked with an asterisk have significant changes from September 2024.

You may want to share this bulletin with other colleagues for example your School Business Manager, Office Manager, HR Administrators, Safeguarding Lead etc.



INSET Dates and Information

Gary Lewis will be creating a short video message, which will need to be shown to all staff during the first two INSET days in September.

The link to the video will be emailed to Headteachers by Monday 2 September and [stored here](#) when ready.

A reminder of the INSET Dates for 2024-25

Primary INSETs

Monday 2 September 2024 (school led)

Tuesday 3 September 2024 (school led)

Friday 25 October 2024 (Trust Led)

Monday 6 January 2025 (school led)

Friday 14 February 2025 (Trust led)

Monday 2 June 2025 (school led)

Secondary INSETs

Monday 2 September 2024 (school led)

Tuesday 3 September 2024 (school led) - not Churchill

Wednesday 20 November 2024 (Trust led)

Friday 14 February 2025 (Trust led)

+ 2 school set days.

Trust-Wide Policies from September 2024

A number of key policies will have been updated and be in place from September which will need personalisation for your individual schools:

Attendance Policy: Consultation has already taken place on this and a [copy of the draft policy can be seen here](#). This policy has had a significant review and rewrite. The timelines and letter templates in the updated policy will need to be used in all LSP Schools from September onwards so please ensure that all relevant staff have the correct details for the start of the year—you may need to cover this during the INSET days in September.

Safeguarding Policy: Consultation has already taken place on this and a [copy of the draft policy can be seen here](#)—there are minimal changes proposed to this policy this year but the policy will need personalising and publishing on your website on Monday 2 September.

SEND Policy: Again consultation has already taken place on this and [a copy of the draft policy can be found here](#).

The final versions of these policies will be published, following Trustee sign-off, by Friday 19 July at the latest and we will email you to confirm.

Annual Planner 2024-25

The LSP Annual Planner for 2024-25 is in place for next year.

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](#).



Appraisal Documents and Deadlines

Headteacher Appraisals

As per the Annual Planner, are to be completed between 16-27 September 2024. 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 and Governors attending your appraisal prior to the meeting taking place.

Teaching Staff Performance Management (Appraisals)

As you are aware we ran a full consultation and update to our Teacher and Leaders Performance Development Policy this year. The new policy and supporting documents [can be found here](#) –please download them onto your school's network. They are also saved [on Foldr](#).

- All teacher appraisals should be completed by Friday 25 October (end of Term 1).
- Applications for those wishing to move to UPS need to be completed and submitted to Headteachers by Monday 30 September.
- Headteacher's will be sent a spreadsheet by LSP Central HR Team (by 16 September) for you to confirm pay progression and add successful UPS applications for teaching staff- this needs to be signed off by the Head and your LGB by Friday 8 November so it can be agreed at the Board of Trustees in early November.

As we are working to the new policy in regards to paperwork and target setting please do take a few moments to read the Performance Management Policy so you are familiar with its contents.

Support Staff Appraisals

Due to the full review of the Performance Development Cycle for Teaching Staff 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.

A full review of the Support Staff Performance Development process and paperwork will take place next academic year (2024-25). All support staff appraisals should be completed by 31 October 2024.

Safeguarding: Checks and Training

There are safeguarding updates and training that need to be completed by all LSP schools at the start of the new academic year.

As usual we have provided you with a detailed [checklist of actions](#) for the first few weeks back. Please use this as your key document to refer to and work through.

Key information includes:

- [Keeping Children Safe in Education](#) has a number of very small amendments for September 2024. All school staff will need to be 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 2024.
- 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 20 September 2024.
- All current staff need to complete Prevent refresher training (see separate compulsory training item) in September 2024.
- Ensure that all new staff (including new governors) have attended basic awareness/ Level 1 Safeguarding training and Prevent training. New staff will also need a briefing from your Designated Safeguarding Lead which needs to include CPOMS and how they use it.
- Check that contractors have completed required safeguarding training as on [LSP guidance](#).

[Click here](#) to access the folder in which all Safeguarding Documentation for September 2024 is being stored.

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.



Annual Safeguarding Declaration 2024-25

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 will be available on the Employee Self Service (ESS) system* from 2pm on Tuesday 3 September. Using ESS allows SBMs to 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 to all staff on accessing this declaration and ensure they do this as promptly as possible following their safeguarding training/update and by **Friday 20 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
- Read LSP-wide Staff Policies
- View Internal Vacancies

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 20 September**, or sooner if you are able.

schools **must ensure that all new starters are loaded (new starter attached to a position, work email address added and bank details entered) onto the iTrent system prior to 1st September 2024. Otherwise they will not be able to access the ESS for the Safeguarding Declaration, pay slips etc and you will have to update manually.*

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)

Instructions for accessing this can be found in [the ESS user guide](#) (page 11)

Other Compulsory Staff Training—September 2024

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](#) every three year as per guidance, and to validate our insurance, 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.

Prevent Refresher Training

All new starters should undertake the full online Prevent training as part of their induction. Following on from that all staff should undertake the [Prevent Refresher Training](#) in September 2024 and then every two years.

Please ensure that you allocate 20 minutes for staff (as part of your annual Safeguarding Refresher slot) to undertake this refresher training on the INSET Days at the start of September.

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, and more, 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](#).





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EMPLOYEE SELF SERVICE (ESS)

Did you know you can access the following on your ESS account on iTrent?

- ▶▶ Internal Job Vacancies
- ▶▶ Staff Policies
- ▶▶ Payslips
- ▶▶ Pension Scheme

You can also use your ESS account to:

- ▶▶ Set up Job Alerts
- ▶▶ Update personal details
- ▶▶ View absence/sickness



Please contact your SBM if you need any help in accessing your Employee Self Service (ESS) account

Please feel free to [download this poster](#) to display in your staff rooms, detailing the information available on staff ESS accounts on iTrent.

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 20 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 register section of each document. A copy of this register needs to be returned to the LSP Central Team by **Friday 20 September**—please email LGBreturns@lsp.org.uk so please request this information from your staff to meet this deadline.

A copy of the summary register 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 register will also need to be uploaded onto your website.

[Gifts and Hospitality Form](#)

[Business and Pecuniary Form](#)

Dates of LSP Headteachers' Meetings 2024-25

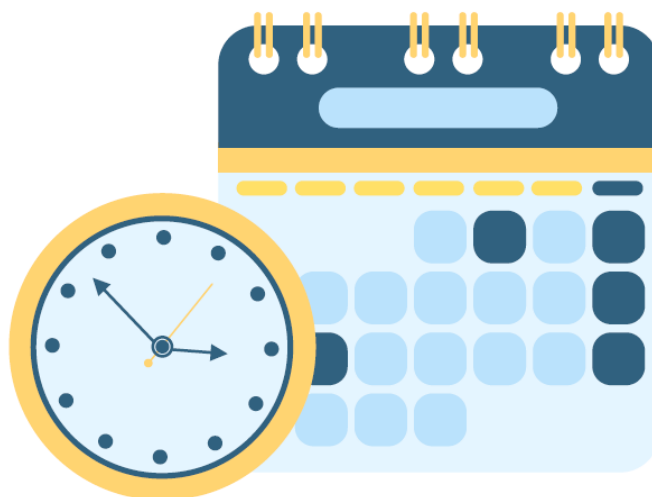
A reminder of the dates for the LSP Headteachers' Meetings next academic year:

Date	Time	Venue
Wednesday 9 October 2024	8.30am-12.30pm	Nailsea Baptist Church
Wednesday 6 November 2024	8.30am-12.30pm	TBC
Wednesday 15 January 2025	8.30am-12.30pm	Nailsea Baptist Church
Wednesday 5 March 2025	8.30am-12.30pm	Nailsea Baptist Church
Wednesday 7 May 2025	8.30am-12.30pm	Nailsea Baptist Church
Wednesday 11 June	8.30am-12.30pm	Nailsea Baptist Church

Dates of Primary Headteachers' Meetings 2024-25

There are also separate Primary Headteacher Meetings running on the following dates/times:

Date	Time	Venue
Wednesday 18 September 2024	8.30-10.30am	Nailsea Baptist Church
Wednesday 4 December 2024	8.30-10.30am	Nailsea Baptist Church
Wednesday 5 February 2025	8.30-10.30am	Nailsea Baptist Church
Wednesday 26 March 2025	8.30-10.30am	Nailsea Baptist Church
Wednesday 2 July 2025	8.30-10.30am	Nailsea Baptist Church



SDP and SEF Templates

Primary Headteachers

As you are aware a template has been created for you to use for your School Development Plan (SDP) and Self Evaluation Frame (SEF).

[Please click here to access the SDP & SEF template](#) folder. These are shared documents so please download a copy from SharePoint to your own computer/network before updating.

The deadline for SEFs is Monday 30 September. These need to be shared with your LGB and School Improvement Partner.

Secondary Headteachers

Once you have updated and completed your School Development Plan (SDP) for 2024-25 please share a copy with [Natalie Wilcox, Director of Learning](#).

Who's Who in the LSP Central Team

We have created a summary document of the LSP Central Team from September 2024 onwards, with their working days and emails.

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

[LSP Central Team Structure Chart September 24](#)

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



New LSP Headteachers

We have a number of new (to the role and/or school but not the LSP) Headteachers from September 2024:

- Victoria Reyes—Headteacher at Hannah More and Grove (Whiteoak Academies)
- Tim Eustace—Headteacher at Bishop Sutton and Stanton Drew
- Jenny Campbell—Executive Headteacher at Blagdon Primary and Northleaze CofE Primary School

Summary of key links



[Click here to view the Annual Planner for 2024-25](#)

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

[Click here to access Performance Development/
Appraisal Paperwork for 2024-25](#)

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



**WISHING YOU ALL THE BEST
FOR A SMOOTH AND
SUCCESSFUL START TO
2024-25!**



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