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Introduction

Dear Colleagues,

Overall we had more than 800 pupils sitting SATs this year and it was pleasing to see that we were very well above national overall. The gap for disadvantaged pupils remains wide (more than 20% below all pupils) but has closed somewhat on 2023. Our performance against national is strongest in Reading and we also saw disadvantaged pupils closest to national for all pupils on that test. The average for our phonic check this year was 90%, which is very well above national and a great indicator of future successes. There is a lot to celebrate amongst these primary outcomes and positive scores for pupils reflect the skill and work of their teachers and leaders. It also puts the pupils in the best place to continue to build and flourish in education.

Disadvantaged numbers in each of our primary schools are small, indeed we had only 83 such pupils across the whole of Year 6, and consequently the quantitative tools don't work when we analyse outcomes at school level. Aggregating them for the Trust, however, the picture remains concerning and for that reason we need to use the biographical and qualitative approaches in schools to really understand what the obstacles are for our children from less resourced backgrounds. If we simplified our mission as a trust to just one thing it would be this: making a lifelong difference to the young people who need a great education the most. I hope that as SLTs and LGBs reflect on outcomes this year we will be renewed in our enthusiasm and urgency to make that difference. Let's turn that modest gap-closing in this year's outcomes into a trend.

*Gary Lewis,
Chief Executive*



Upcoming Bulletins and The Beacon

Special Edition - Ready for September Bulletin: Heads, SBMs and Clerks were emailed the [‘Ready for September 2024’ Special Edition](#) of the bulletin yesterday. We hope you find it a useful one stop guide to take you through the first few days of next academic year.

Weekly News Bulletin Dates: The last weekly news bulletin for this year will be published on Wednesday 17 July. The first edition of 2024-25 will be published on Wednesday 4 September.

The Beacon: We have been collating articles for the next edition of The Beacon Staff Newsletter - thank you for all your submissions. This will be circulated directly to staff next week. We will also be publishing a parent/carer edition of The Beacon, rounding up storied and achievements from across the year. We will email the specific link to this to Headteachers by **Wednesday 17 July** so you can include it in your end of term communications to parents/ carers.

Attendance - letter for parents and updated policy

Last week all Headteachers were [emailed a letter](#) for parents/carers confirming the expectations for School Attendance for next academic year following new DfE guidance. If this has not yet been circulated to your parent-body please ensure you do so this week.

A reminder that the Trust-wide Attendance Policy has also been updated to reflect this guidance, and some other changes, and will be published by Friday 19 July following Trustee approval.

Vacancy for Maths Network Lead

As we move into the next academic year, we are looking to recruit an experienced maths leader to work with Jemima Napier from St Peter's to lead the Maths Network. We are looking for someone who is working in a school using White Rose Maths as the focus of the group next year will be on effective adaption of WRM to ensure I, we, you in/ across maths lessons.

In the sessions we would like the leaders to lead sessions on how, when and why.

If you are interested, please express your interest by emailing [Neil Lankester, Director of School Improvement](#) by **Friday 19 July 2024**. Feel free to contact Neil if you have any questions about this position.

In September we will be running the interview process for this position.

Working Group for Educational Subscriptions and Software

We are in the process of setting up a Working Group for Educational Subscriptions and Software. The long term goal for this is to streamline educational subscriptions and software and to align this to our work on developing the curriculum, for the following purposes:

- Firstly, we aim to ensure a more consistent approach across schools with the products they are using. Starting with a review of current products, discussions facilitated between LSP Central Education and Trust Services team and Headteachers would identify products recommended that all schools use to support school development plans and educational attainment.
- Secondly we expect that procuring these products centrally on behalf of schools could see some significant savings in terms of budget. The process of scheduling and renewing would also be centralised, relieving schools of some of the administrative and financial elements.

The aim for the process is to start discussions in September 2024 in an initial working party meeting. Once a list has been produced, companies can be contacted and pricing and details of group purchasing sought, which would be an ongoing project for Autumn and Spring. Schools will be consulted with pricing and final decisions, with the aim of services starting in September 2025. In some instances, there may be a need to implement an interim agreement for some schools before re-aligning all services.

Thank you to those who have already registered their interest to volunteer to be a part of this working party. If any Headteacher would still like to register interest, please email trustservices@lsp.org.uk



Staff changes: starters, leavers, amendments

As discussed in hub meetings, we would ask all schools to ensure that the following are in place during before September:

New starters

These need to be added to iTrent and will require the following so that their Employee Self Service Account is set up prior to 1st September. The following is required in iTrent for an ESS account to be set up:

- New starter attached to a position
- Work email address added to contact
- Bank details entered

Once the above details have been entered into iTrent it will run an overnight process to set up the ESS account. Should a work email need to be changed, please send a ticket to let Neo People know so that the ESS account can be updated.

Important: The Trust will run the Annual Safeguarding Declaration for all schools, and the Childcare Disqualification for Primary Schools in readiness for Monday 2 September 2024. If the ESS account is not active prior to 1st September, then schools will need to manually send the Annual Safeguarding Declaration, and for primary schools the Childcare Disqualification Form individually to staff members via iTrent. A guide will be provided by the Central HR team, should this be required.

Leavers and Amendments

Please ensure that any changes to working hours, roles or weeks, are updated in iTrent, and that leavers are entered into iTrent to ensure that payroll is correct.

Timesheet Module

The Central HR team and Churchill Academy & Sixth Form, have been testing the timesheet module in iTrent. This module will allow staff to submit their overtime or casual/supply hours via ESS. The timesheet can then be authorised or rejected by their Reporting Manager in iTrent. Notifications are sent from the system to the reporting manager and the member of staff to provide updates or actions required.

The testing so far has been positive. We anticipate that we will be able to roll this out during Term 1. We would ask schools to run a 'Position and Structure Report' from iTrent to ensure that reporting managers are showing correctly in iTrent. Schools are able to update a reporting manager in iTrent, using the iTrent user guide. Should schools have a large number of reporting managers to amend, we would recommend that you contact the [Central HR Team](#) to provide advice on whether an upload would be beneficial.

Payroll Schedule 2024/2025

The payroll schedule for September 2024 to August 2025 is now available on the iTrent home screen when you log into the payroll system.

Please note that the schedule will clarify all the deadlines and Neo People expectations. Please ensure that all data is either sent to Neo People or entered directly on the system by these deadlines, this will ensure that you have more checking time and the best opportunity of being completely accurate.

Points to Note:

- Any new starters where you already have their full details can be processed at any time ahead of their start date and the system will only start processing them on the payroll from their start date.
- Any changes to hours, positions, grade/payscale that are already agreed for September can be processed prior to the effective month by ensuring you input the correct effective date into the system when completing these changes.
- Leavers for 31st August 2024 - please only make employees leavers who are actually leaving your service at the end of the school year. Do not process employees whose contracts have ended but who are likely to receive renewed contracts for the new school year. This will avoid the additional work of you having to process them all as new starters in September. If you have already processed some employees of this nature and wish for Neo People to remove the end date then please send a ticket with full details of the employees affected.



Active Care - early intervention for stress & anxiety

This is a reminder of this service, part of our Employee Assistance Programme (EAP), that is available so we can further support employees who are suffering with stress and anxiety. This service allows managers to make a referral to an 'early intervention' team who will contact the employee in order to provide an early support service to them. The referral needs to take place within the first 2 weeks of absence relating to stress and/or anxiety.

How to access the service:

1. Gain agreement from the employee that they agree to be referred to the Active Care team to support them.
2. Complete an online referral form using:
<https://healthassured.my.site.com/forms/s/active-care-referral>
3. The employee will receive a phone call from the Active Care team (please note this could be from a withheld number, so please inform the employee of this).
4. Upon support being given the Manager who made the referral will receive a report.

For further information, please view the Active Care Manager's Guide available within LSP Communications HR folders, or contact the [LSP Central HR Team](#).

LSP - HR Secure Teams Folders

Please review the documents stored in the folders within your individual school's channel by the end of term and save any documents you need for your own records.

Going forward, please remove any documents that have been shared once you have saved them to ensure only current documents are stored in the channel and the files are kept to a minimum in the folders.

HR will also action the same when documents are shared with us from the schools.



KEY LINKS

These reminders do not replace the 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](#).



Annual Planner 2023/24

Click to view the Annual Planner
(Via Sharepoint)

Annual Planner 2024/25

Click to view the Annual Planner for next
academic year (Via Sharepoint)



Bulletin Index

Click to access an index of
previous bulletin articles

Previous Bulletins

Click to access previous editions of the
LSP Weekly News Bulletin



The Beacon

Click to read the latest edition of the
LSP Newsletter: The Beacon



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be shared in our newsletters and on our social media.

Email your stories to: newsletter@lsp.org.uk