



In this week's edition...

| ANNOUNCEMENTS, INFO & UPDATES | AUDIENCE | TASK |
|---|---------------------------|---------------|
| Introduction | All | Info |
| LSP Complaints Policy | All | Info |
| LSP School Improvement Strategy 2024-2025 | All | Info |
| Reminder: Autumn Census Date | SBMs/OMs | Reminder |
| Primary Assessment Information from the STA | Primary Heads | Action |
| Reminder: Logistical information required for Friday 25 October INSET Day | Primary Heads | Reminder |
| Agenda for LSP Headteachers' Meeting - Wednesday 9 October | Headteachers | Reminder |
| LSP Art Competition | Headteachers | Info / Action |
| Summary of Business Interest Declarations and Gifts and Hospitality | Heads, SBMs/OMs & Clerks | Reminder |
| Data Protection: Data Breaches or Near Misses | Heads, SBMs/OMs | Info |
| EVO - Fire and Intruder Alarm Monitoring | Heads, SBMs/OMs | Info |
| iAM Compliant - Missed Training Deadlines | Heads, SBMs/OMs | Info |
| FINANCE UPDATES | AUDIENCE | TASK |
| Pupil Premium Allocations | SBMs/OMs | Info |
| PE & Sports Premium Report Template 2024-25 | SBMs/OMs | Info |
| CPD UPDATES & OPPORTUNITIES | AUDIENCE | TASK |
| Upcoming Lighthouse Learning Sessions and CPD Networks | All | Info |
| New Chairs' Development Session | Chairs (new) | Info |
| Curriculum and Assessment Review | Heads, SBMs/OMs | Info / Action |
| White Rose Maths Mixed Age Planning Follow up | Headteachers, Maths Leads | Info |
| Autumn Term 2 Writing Unit Briefings | Primary Heads | Info |
| Reminder: SEND webinar – Demand Avoidance | All | Reminder |
| KEY LINKS, DATES & DEADLINES | | |



LIGHTHOUSE SCHOOLS PARTNERSHIP

Introduction

Dear Colleagues,

I'm writing my introduction this week from a hotel room in Liverpool where I am on a programme from the Leadership College for Government. The course is called Leading Collaborative Organisations and brings together a number of senior staff from most aspects of the public sector. We have Chief Fire Officers, Chief Constables and Deputy Chief Constables, NHS leaders, Council Chief Executives etc. The discussions have been rich and challenging and one of the issues that has emerged is how we serve communities facing similar challenges albeit from different perspectives. The comorbidities of deprivation affect every profession and so do problems with crumbling estate, under-funding or unpredictable funding and recruitment challenges. On the first day I wondered if it was going to be terribly depressing. What has emerged from the dialogues however has been far from that; the ethic of service and the idealism that so many of us have about our professional callings are moving and motivating.

For an organisation that deliberately has the word 'partnership' in its name, I think that we can be proud of the collaboration we have built between and across our schools. This week's bulletin has some great examples of our collaborative culture in teaching, governance, leadership and support roles.

Our collaborations beyond our Trust with other MATs, with our Local Authorities, with local universities and with our Dioceses is also deep and sincere. What is less strong is collaboration with other key public service sectors. One of my take-aways from the conference this week is the need to build better and stronger links with police and health. Where we lack formal networks, we need to be better at networking. Operating at scale, that is something that we can get better at as a Trust on behalf of our schools. Being civic in this way is also part of our three-year strategy.

As ever,

Gary Lewis, Chief Executive

LSP Complaints Policy

The Trust-wide complaints policy has been reviewed, updated and approved by Trustees. Some small changes have been made which are outlined below.

Key change to note and action:

- The main change is: all requests for a complaint to be reviewed - either at Stage 2 or Stage 3 will come to the LSP Central Team and someone will be assigned to review further (this could be a member of the Central Team or the Chair of a LGB). The previous policy stated the Stage 2 review would be undertaken by the Chair of Governors.
 - ◇ All Stage 1 response letters must include how and when, a complainant can request a Stage 2 review (section 7.2 of the policy)
 - ◇ If you do receive a Stage 2 review request directly to your school/Chair of Governors please can you [forward this on](#) immediately.

Key reminders:

- Appendix 1 outlines the information required to make a complaint - these have not changed from the previous policy. Please ensure you have all the information (an ideal outcome is particularly helpful) you need to ensure you can investigate fully. They can also help you structure your response as you can respond to each element of the complaint one by one.
- Timescales for a response have not changed - you should acknowledge a Stage 1 formal complaint within 5 school working days and respond fully within 10 school working days.
- A copy of a Stage 1 complaint response letter must be emailed to enquiries@lsp.org.uk. Again this was in place on the previous policy.

The [Complaints Policy](#) can be found on the [LSP website](#) and applies to all LSP schools and any parent/carer who enquire about making a complaint should be directed to this document.

If you have any questions at any time about handling a complaint or the Complaints Policy please do not hesitate to contact the [LSP Central Admin Team](#).



LSP School Improvement Strategy 2024-2025

Last year there was a major update to the LSP School Improvement Strategy. Throughout the year we have been working through some of the changes in our Headteacher meetings, in particular the updates to school categorisation.

This year we will continue to unpick and use the criteria in this document to support self-assessment and school development planning as well as trust training, development and monitoring activity.



This year there have been a couple of small changes these relate to:

- The visual communication of our School Improvement model on pages 4 and 5
- The SIP visit schedule on page 8
- Support for governance in schools categorised as recovery or repair on page 20

Please take time to make yourselves familiar with these updates. The updated document [can be found here](#).

Neil Lankester, Director of School Improvement

Reminder: Autumn Census Date

Every school in England has a statutory duty to complete the school census each term. Tomorrow (Thursday 3 October) is Autumn Census Date and all census returns must be made by the return date of Wednesday 30 October 2024.

[Click here to view](#) the Gov.uk guidance page and if you need any help or support with your Census return please contact the [Trust Services](#) Team.

Primary Assessment Information from the STA

The STA has released its latest [assessment update with key information about primary assessment](#) in this academic year. Please share the link above with your Assessment Lead.

Reminder: Logistical information required for Friday 25 October INSET Day

A reminder that all primary heads need to confirm some important details for us so we can plan the logistics for the 25 October INSET day.

We have created a document for you to check and add some key details to assist us. The first tab to read is labelled 'overview and instructions', and then there is a tab for each LSP primary school - please scroll through to find your staff list.

[**CLICK HERE TO ACCESS AND AMEND THE LOGISTICS SPREADSHEET**](#)

Please ensure you have updated your tab by **12noon on Friday 4 October**.

Thank you very much to those of you who have checked and uploaded your school's information.

Agenda for LSP Headteachers' Meeting - Wednesday 9 October

The next LSP Headteachers' meeting is taking place on Wednesday 9 October, from 8.30am at Nailsea Baptist Church (BS48 2DS).

[Please click here to view the agenda for this meeting.](#)

LSP Art Competition

The LSP Art Competition has now closed - we are hoping you may have had a few entries (pupils were asked to hand these into your school's main reception).

If you have please can you bring the art along to the LSP Headteachers' Meeting on Wednesday 9 October.



Summary of Business Interest Declarations and Gifts and Hospitality

All Declarations of Business Interests for the following people should now have been completed for 2024-25 (the deadline was Friday 20 September):

- 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
- All members of the Local Governing Body

A summary register of these declarations needs to be created for your school ([the template for this can be found here](#) pages 3 and 4) and published on your school's website. A copy also needs to be sent to lgbreturns@lsp.org.uk once the summary register has been created (the Central Team does not need individual declaration documents from schools).

The same applies for those who have declared Gifts and Hospitality for 2023-24: [a summary register](#) of any declarations needs to be collated by the school for audit purposes and sent to lgbreturns@lsp.org.uk.

Any questions please email the [LSP Central Team](#).



Data Protection: Data Breaches or Near Misses

Just a gentle reminder that if it is believed that a data breach or near miss has occurred, it's essential the staff member informs the Headteacher and DPO (i-west@bathnes.gov.uk) immediately and copies in dpo@lsp.org.uk. This is so we can ensure any reporting or actions are undertaken and offer further support if needed.

A personal data breach is defined as “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed in connection with the provision of a public electronic communications service.”. It may be deliberate or accidental.

To minimise data breaches and near misses the following is strongly recommended for staff:

DO

- If you are away from your screen, lock it (top tip; use Windows Key + L as a shortcut).
- Put away sensitive files (e.g. SEN/Safeguarding/Payroll information) when you aren't using them.
- Only use first names (and surname initial if needed) where names are on display.
- On Birthday Charts don't show the exact dates - just the month is preferable.
- Dispose of personal data using a secure method like shredding or in confidential waste.
- Use 'strong' passwords
- Be aware of malicious emails and be cautious with any unexpected links/attachments.
- Double check the email addresses you have selected before sending an email.
- Use Blind Copy (BCC) when emailing multiple external email addresses (e.g. parents).
- Setup an email sending delay to give you a safety net to react quickly to any errors.
- If in doubt with an email contact the sender by another trusted means e.g. phone or SMS.

Additionally, if you are going off site make sure you:

- Take only the personal data you need.
- Where possible look to access/process data electronically - it's more secure.
- Keep a log of any physical paper records that are taken offsite and check them back in when returned.
- When writing take measures where possible to de-personalise records - use initials not names.

Continued...

Data Protection: Data Breaches or Near Misses

Continued...

DON'T

- Use full names on walls, displays or social media.
- Leave sensitive documents out on show wherever you are
- Reuse passwords across multiple sites/systems.
- Treat post as secure - if you must post sensitive data use recorded/special delivery.
- Click on links or open attachments on emails you were not expecting, or do not look and feel right.
- Use your laptop or PC in an area where the screen can be seen by unauthorised personnel.

Additionally, if you are going off site make sure you don't:

- Take more personal data than you need with you.
- Take sensitive and/or include special category data offsite unless essential and you have permission.
- Download or save electronic files to your personal device - use the school's network instead.
- Leave school email logged in on your personal device - it's more secure to log in each time.

Further information regarding data breaches and the process to follow, if needed, can be found in your school's Data Protection Policy.

EVO - Fire and Intruder Alarm Monitoring

EVO are in the process of invoicing schools for the monitoring element of their service contracts. These are to be paid directly by schools as they are additional to the compliance works that moved over to Core Services. All other EVO servicing will be paid centrally.



iAM Compliant - Missed Training Deadlines

As you know, the iAM training module recently underwent an upgrade. If you had staff members with training deadlines set before Monday 16 September but they did not complete the training, these deadlines **were not** carried over into the new module. Only active deadlines and course completions were carried over. Therefore, **these non-completed courses will need to be allocated again**. You should be able to check any gaps by comparing your training records to the information iAM holds. To identify within iAM go to:

Training > Reporting > Course Report > choose Groups > select your school

This will show you the courses that staff members have undertaken in your school and whether they are assigned, completed, overdue or in progress. You can click the course name, and it will show you the staff members. Comparing these reports to your on-site records should identify any person who needs a course re-allocating. (N.B. If you have not currently populated your school group with your current staff as members, then you can access this information by instead going to the By User option and choose staff members individually. If you need any help populating your staff group, please get in touch with [Trust Services](#).)



Pupil Premium Allocations

The Department for Education (DfE) are trialling a new approach to the way they provide Pupil Premium allocation information to trusts. As part of this new initiative, they have provided data for all our schools based on the October 2023 census data. The useful thing about this new spreadsheet is that it details Service Pupils and PLAC pupil numbers for the first time as well as pupils eligible for the Deprivation Pupil Premium. I've downloaded the spreadsheet and added it to the 2024-25 Budget Information folder [in Foldr](#). Hopefully, we will continue to receive these on a quarterly basis.

IMP should already be updated in the **2023-24** financial year with the correct Pupil Premium numbers, but you could use this data to double-check your entries as these pupil numbers will continue to determine estimates of Pupil Premium on IMP until the end of March 2025. The actual Pupil Premium allocation received in July 2024 on nominal 1051 should also be a quarter of the total value on this spreadsheet.

You will be aware that the Pupil Premium income rates may increase with effect from April 2025, and also that April to August 2025 Pupil Premium pupil income will also be based on pupil data from the October 2024 census. Please take the opportunity to review your pupil numbers in IMP for **2024-25** when you run your Pupil Census on **Thursday 3 October 2024**.

Please [contact the Central Finance Team](#) if you have any queries.

Sue Warneford-Thomson, School Finance Support Manager

PE & Sports Premium Report Template 2024-25

As mentioned in the bulletin on [Wednesday 3 July](#), it is a requirement to share information on your website about how you have spent your sports premium and the impact it has had. We are currently waiting for the DfE to issue its electronic reporting system so, in the meantime, we recommend that you use the format we have had in place for the past few years. It has been updated for this academic year in Foldr:

L:\School Business Managers\Trust Wide\Information for 2024-25 Budgets

Further information about how you can spend the Sports Premium and what/ how to report is [here](#).



Upcoming Lighthouse Learning Sessions and CPD Networks

Please email [Lighthouse Learning](mailto:info@lighthouselearning.co.uk) if you have any questions about the below events.

Agendas, Teams links (if required) and other resources will be emailed one week in advance of each network.

The full programme of Lighthouse Learning CPD on offer for 2024-25 can be found on the [LSP website](https://www.lighthouselearning.co.uk).

| DATE | EVENT | AUDIENCE |
|------------------------------------|---|------------------------------------|
| Wednesday 2 October 3.45-5.00pm | LSP History Curriculum Training Session. To sign up for this webinar click here | Primary schools |
| Wednesday 2 October 3.30-5.30pm | Secondary Curriculum/Teaching and Learning Network. Online via Teams (link to be circulated by N Wilcox) | Secondary T&L Leads |
| Monday 7 October 1.00-3.45pm | Primary Deputy/Assistant Headteacher Network. Online via Teams | Primary Deputy and Assistant Heads |
| Monday 7 October 3.45-5.00pm | Primary Maths Network. Online via Teams | Primary Maths Leads |
| Tuesday 8 October 6.30-8.00pm | New Chairs' Training @ LSP Offices, Gordano School | New LGB Chairs |
| Wednesday 9 October 3.30-4.30pm | SEND Webinar: Demand Avoidance Open to all LSP Employees. To sign up for this webinar click here . | All |
| Wednesday 9 October 3.45-5.00pm | LSP History Curriculum Training Session. To sign up for this webinar click here | Primary schools |
| Monday 14 October 1.00-4.00pm | Primary Early Years Network. Online via Teams | Early Years Leads |
| Thursday 17 October 6.30-8.00pm | LSP Chairs' Forum @ Backwell School | LGB Chairs |

New Chairs' Development Session

We are holding our first New Chairs' Development Session on **Tuesday 8 October** from 6.30pm. Email invitations have already been sent out from Chris Hills, Governance Professional, and the meeting is being held in the LSP Offices, at Gordano School (BS20 7QR).

Adele Haysom, Chair of Trustees, looks forward to seeing you next week - please meet her next to the Gordano School sign, under the 'overhang', just as you enter the Gordano site (image below).



Curriculum and Assessment Review

You may be aware that the DfE are conducting a review of curriculum, chaired by Professor Becky Allen. It is important that as many people and organisations contribute to the review as possible, so **please share the following information with all your staff**. We will be looking closely at the outcomes and recommendations when published and in the meantime, we will continue with the exciting work we are currently doing on curriculum across LSP.

Spanning from Key Stage 1 through to Key Stage 5, the [Curriculum and Assessment Review](#) will look closely at the key challenges to attainment for young people, and the barriers which hold children back from the opportunities and life chances they deserve - in particular those who are socioeconomically disadvantaged, or with special educational needs or disabilities (SEND). The review is seeking the views of young people, parents, teachers and leaders, education experts and employers on the strengths and weaknesses of the current system and how it can be improved.

As such, the [call for evidence](#) launched today - we encourage you to take part and share your views and insight, based on your own experiences, by [filling in the survey](#) before the deadline on **Friday 22 November 2024**.

White Rose Maths: Mixed Age Planning Follow Up

Thank you to all of the schools who attended the recent INSET session which was provided by White Rose Maths (WRM) focussing on how to plan and deliver adaptive teaching in mixed age classes.

The session in the morning was really helpful in supporting leaders, teachers and TAs in understanding the strategies that could be used to support learners to access objectives where they require additional support to be successful, as well as strategies that support learners to be extended within the given learning objectives.

In the afternoon we were guided through the updated planning for mixed age classes. The updates which have been made to planning are going to be really helpful in the planning and delivery of learning because, in the vast majority of cases, schools will no longer be required to deliver separate inputs to two year groups as the objectives have been carefully merged with differentiated activities provided to support application and practice - I am looking forward to seeing how you are using this planning in your schools.



We have now been sent the slides and resources from this session - [these can be accessed here](#). Due to the updates that WRM have made we would strongly recommend that you follow this session up through further training in your school and monitor the impact through your monitoring cycle.

As happened last year we have booked WRM in to deliver follow up sessions for schools who attended or deliver mixed age planning. These sessions will be for whole school CPD and will be online in Term 2, Term 4, Term 6 with further dates and information to follow.

Neil Lankester, Director of School Improvement

Autumn Term 2 Writing Unit Briefings

Date: Tuesday 22 October

Time: 3.45 - 4.15pm

We have had some great feedback from teachers who have used our first set of writing units that years 1, 2 and 3 have used this term. We will share more at the INSET at the end of term, but some headlines are:

100% of teachers said the units reduced their workload

100% of teachers said the units supported pupils to produce quality outcomes

100% of teachers said they were based on high quality books

We are delighted to be ready to share the planning and resources for Term 2. These will be for the following years groups and books:



It's important that all teachers who plan to use the unit attend the briefing where the creators of the plans and resources will lead them through the units. We will also share more information about adaption and best practice.

Teachers will need to register for the briefing using this link (before the event):

<https://events.teams.microsoft.com/event/59715925-dcef-4899-b726-0ff1970e4e81@a7258af8-5741-42ae-ad44-380ea70c5a00>

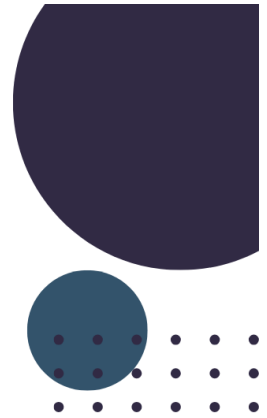
School leaders are also welcome to attend to find out more!

Reminder: SEND webinar – Demand Avoidance

This webinar is open to all LSP staff to attend.

Please share the information with colleagues, including the [link to register](#) for the webinar.

This poster, and the sign up link can also be found on the LSP CPD for Staff page [on our website](#).



SEND WEBINAR: DEMAND AVOIDANCE

WEDNESDAY 9 OCTOBER 2024

3.30-4.30PM

ONLINE: MS TEAMS WEBINAR

Open to all LSP Employees (not just teachers)
Delivered by Suzy Divine: LSP Lead Teacher for SEND.

- Find out what is Demand Avoidance and how this can impact ability to cope and engage with classroom activities and the wider school environment.
- Explore some approaches that may help to support individuals with Demand Avoidance.

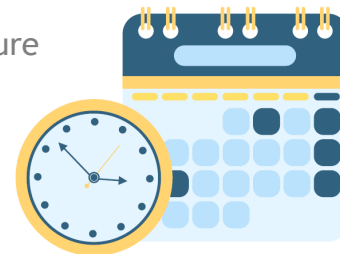


[CLICK HERE TO BOOK A PLACE](#)

Any questions email
lighthouselearning@lsp.org.uk

Key Dates, Deadlines and Reminders

These reminders do not replace the LSP Annual Planner so please ensure you are checking this regularly (link on next page).



Key Dates

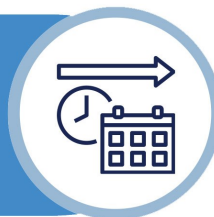
| DATE | INFORMATION | FAO |
|---------------------------|--|-----------------|
| Thursday 3 October 2025 | Autumn Census Day | SBMs/OMs |
| Friday 4 October 2024 | Final deadline for all Governors and Trustees to complete Online Annual Safeguarding Declaration . | Clerks & Chairs |
| Friday 25 October 2024 | Deadline for Teacher and Leadership Performance Development (Appraisals) to be completed. | Heads & SBMs |
| Wednesday 30 October 2024 | Return date for Autumn Census Data | SBMs/OMs |
| Thursday 31 October 2024 | Deadline for Support Staff Appraisals to be completed. | Heads & SBMs |
| Friday 22 November 2024 | Deadline for providing evidence to DfE Curriculum and Assessment Review. Click here to access the call for evidence | All |



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 2024/25

Click to view the Annual Planner
(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



SHARE WITH US

Don't forget, you can submit your school news stories to
be shared in our newsletters and on our social media.

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