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Introduction

Dear Colleagues,

Gary is part of an Ofsted Inspection Team today which means he has not been able to write his usual introduction.

After the publication of our AI Guidance for staff (see article below) I have decided not to use technology to write the intro in his place and thought I would take this opportunity to update you all on the Advancing Equity, Unlocking Potential Conference.

With less than a month to go (!) Janine Ashman and I spent the morning at Ashton Gate yesterday talking through all the logistical details for the 14 February. It was really exciting to see the venue and know that next time we are there the large spaces will be filled with LSP colleagues.

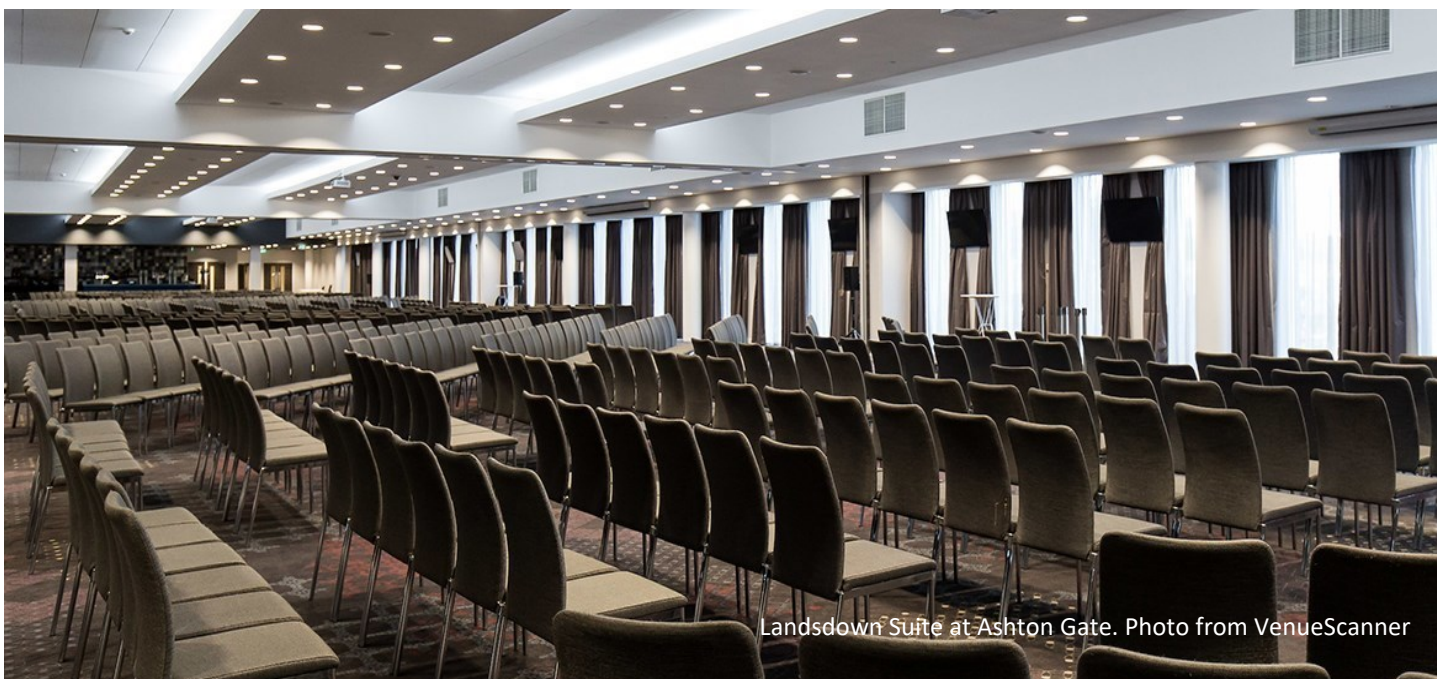
Thank you for all your help so far in assisting us with gathering the information we need; an event for 1000 people takes a lot of careful planning.

We will be sending the confirmed attendance lists to Headteachers later today with a few other reminders/actions as well that will help us ensure we are fully prepared.

You can [click here to view](#) the Conference Brochure.

Other CPD and development opportunities continue; there are a number of opportunities outlined in the CPD section this week, as well as The Chairs' Forum which is taking place tomorrow (Thursday 23 January). Applications are still open for the West100 Headteacher Development Programme as well as funded NPQs places which start in the Spring; more details can be found [on our website](#).

Eleanor Capel-Davies, Head of Administration



Landsdown Suite at Ashton Gate. Photo from VenueScanner

Publication: LSP AI Guidance

You will recall that we shared a draft AI guidance for comments a few weeks ago. All feedback was been reviewed and Headteachers had a final review of the guidance at their meeting last week.

The LSP AI Guidance has now been published. You will find a copy [on Foldr](#): \LSP Policies\Operational Policies or you can [click here](#) to download a copy.

This guidance will need to be shared with all staff so they are aware of the guidelines in place in regards to this powerful, ever evolving, technology.

Sexual Harassment training for staff

At the Headteachers' Meeting on Wednesday 15 January Tania Newman, Director of HR, provided training to Headteachers on delivering sexual harassment awareness training to staff.

The training slides for staff, along with the poster (right), can be found [on Foldr](#):

LSP Communications\Workshop Presentations\Sexual Harassment Training.

You will need to identify a suitable staff meeting/training opportunity to disseminate this information to colleagues.

The Trust's Staff Anti-Bullying Policy is being updated to reflect this change in legislation, and our plans to address this as a company. It will shortly be going to unions for their comment. We will update you all in the weekly bulletin when the finalised policy is published. You will find the draft version with the other materials in the location mentioned above.

If you have any questions please do not hesitate to contact the [Central HR Team](#).



Reminder: Please register your school's defibrillator

Does your school have a defibrillator on-site? If so please make sure that your defibrillator is registered on the National Defibrillator Network. You can [register yours here](#)—the process takes five minutes and ensures emergency services can locate it quickly in the event of an emergency.

The Department for Education rolled out defibrillators to schools throughout 2022-2023, and with one-third of cardiac arrests occurring within 300 metres of a school, registering your school's defibrillator could save lives.

If you have any questions, please contact the [Central Estates Team](#).

FINANCE UPDATES

Latest estimate of GAG funding - 2025-26 3-year budgets

The North Somerset, B&NES and Bristol Schools' Forums have now detailed their formula rates for 2025-26 so we have updated the Funding Estimation tool to reflect these latest values. These values still need to be agreed by the DfE so are not final until the GAG statements are published. Some points worth noting are:

- Overall, funding for 2025-26 is slightly better than we had estimated by a total of £44k for all our schools, but not all schools have increases and some have decreases. For example, schools on the MPPFL (Minimum Per Pupil Funding Level) will see no change. We now have 34% of our schools on the MPPFL including our Bristol schools.
- Bristol historically funds above the NFF levels for many of the 'additional needs' elements such as deprivation and prior attainment. It looks as though they are gradually going through a process to move towards the NFF values with the additional needs' factors reducing in 2025-26 compared to 2024-25. The impact of this on our Bristol schools is variable depending upon the level of need.
- Please note that this is all ahead of incorporating data changes (pupil numbers, prior attainment, deprivation, etc.) which could change the position for individual schools.

We will not make any further changes to IMP on schools' behalf but have shared the information via the Funding Tool [on Foldr](#) (*\School Business Managers\Trust Wide\Information for 2025-26 budgets*) if SBMs wish to make this change in advance of GAG statements arriving. For those schools who have a centralised service SLA, Finance Business Partners will update IMP with revised GAG funding once December forecasts are complete.

Neo People Payroll Report Update

Neo People have changed the way schools receive their payroll reports. Previously they have used SharePoint, but have now moved to a system called DocEx. School Business Managers should have all now received an email with an invite to log in to the new DocEx environment and access your files. The initial activation email will have been sent from the following email address neo.payroll@segprofessionalservices.com. Please check the junk folder in your Outlook if you have not received the activation email.

If you have not received any activation email please contact Neo People by ticket.

Neo People will transfer over any historical files previously held in your SharePoint folders so there is no requirement for you to download this information in order to access it.

There is a guide available on iTrent:

User Guides: Click to download the guide

[Employee Self Service \(ESS\) Portal Access Guide](#)

[00 DocEx - Document Folder Guide](#)

[01 Neo iTrent Quick Start Guide - Hints & Tips](#)

[02 Neo iTrent Quick Start Guide - New Employee](#)

[03 Neo iTrent Quick Start Guide - Generate Employee Correspondence](#)

[04 Neo iTrent Quick Start Guide - Leavers](#)

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



Reminder: Chairs' Forum

A reminder that the next LSP Chair's Forum will be taking place tomorrow (Thursday 23 January 2025).

Chairs, or a representative, are invited to attend one of the following sessions (the sessions will cover the same material so you only need to attend one of the following times):

Thursday 23 January 10.30-11.30am

or

Thursday 23 January 7.15-8.15pm

MS Teams Links have been circulated directly to Chairs by Chris Hills, Governance Professional. Please accept the time you will be attending and decline the other.

The full Lighthouse Learning CPD offer for Governance for this academic year can be found on the dedicated [LSP webpage](#).

Update from Trustees

At the LSP Trustee Board meeting held on Wednesday 15 January the following items were discussed and agreed :

- Received the Education Report from Central Team.
- Discussed guidance for AI usage in schools.
- Received the Safeguarding Report, and how this compares to the CST Assurance Framework.
- Received the key messages from Trustee Committee meetings.

At their next meeting, in February, Trustees will be ratifying Admission Arrangements for 2026-27. We will let you know as soon as these are ready to be published on websites.



Revised LSP History Curriculum for Tranche 3 Primary Schools

If your school has not yet attended training on the revised LSP History curriculum the final training sessions will be held this term. You should already have these dates held in your diary so this training can be delivered.

Please note that if your school is signed up you will need to attend both sessions as it is a 2-part training session.

These sessions will be delivered online from 3.45 - 5.00pm (please see the Team links below). It is for school leaders to decide if staff will log in to training as a school, in teams or as individuals - please could you make sure that staff have been given the link for the webinar well before the meeting as they will need to sign up to receive the link.

- To sign up for the first webinar on **Wednesday 29 January**, [click here](#).
- To sign up for the second webinar on **Wednesday 5 February**, [click here](#).

As a reminder:

- The existing materials are still on SharePoint but have been placed into a newly created 'archive' folder for schools to continue using until they adopt the updated materials.
- EYFS materials will continue to be uploaded as and when they are produced across the year as we are preparing these for use from September 2025.
- Please do not begin using these materials until your school has received training but please let your staff know that resources are there to view before the training.
- All schools have communicated when they would like to receive training. If at any point you need to change your slot simply let me know.
- Training and support will be provided through in-person sessions across the year including how to get the most from the subject leader toolkit materials. Please make sure that your history leader has signed up to these.

If you have any questions please [get in touch](#).

Neil Lankester, Director of School Improvement



Reminder: Year 6 Moderation

We are looking forward to our annual moderation update and CPD with Jenny Brooks from the Bristol Moderation Team on **Friday 24 January 8.30am - 12.30pm** @ English Hub, St Peter's Primary, BS20 6BT.

This is for all Year 6 teachers and Heads/Assessment Leads are also welcome to attend.

Specific information, including what documents to bring were circulated last week to those we are expecting to attend.

Any questions please email the [Lighthouse Learning Team](#).

Reminder: LSP & Elementa Education Team Teach Training 2025

A reminder that the deadline to sign up for the LSP & Elementa Education Team Teach Training offer is **12noon on Friday 24 January 2024**.

Date	Programme
Monday 24 February 2025	Refresher Level 2 Team Teach Training
Tuesday 25 February & Tuesday 11 March 2025	Level 2 Team Teach Training
Wednesday 26 March 2025	Level 1 Team Teach Training
Monday 2 June & Thursday 12 June 2025	Level 2 Team Teach Training
Wednesday 17 September & Wednesday 1 October 2025	Level 2 Team Teach Training
Wednesday 15 October 2025	Level 1 Team Teach Training

[Please use this form - places are limited.](#)

Reminder: 14 February Conference - Dietary requirements

Please remind colleagues that any dietary needs/allergies for catering at Ashton Gate need to be reported by 3.30pm on Monday 27 January [via this form](#).

This form only needs to be completed if you **HAVE** a dietary requirement/allergy we need to cater for and vegetarians/vegans will be covered automatically by the catering team, so these dietary requirements do not need to be recorded on this form.

You can click here to view the [latest Conference Brochure](#).



Lighthouse Learning

**Advancing Equity
Unlocking Potential**
14-2-2025 : Ashton Gate

Lighthouse Learning Assessment Network - Resources and Evaluation Form

Thank you to those who attended the Assessment Network last week.

Please find below a link to the recording.

Attachments (including slides and other documents) from the session will have been emailed to you separately.

- [LSP Assessment Network-20250113 153754-Meeting Recording.mp4](#)

Phonic Essentials for KS2/3 - Wednesday 5 February



Unlocking
Excellence
English Hub at St Peter's School

Phonics Essentials for KS2 and 3

Dates: 2nd October or 5th February 3.45 – 5.15pm (attend one)
Venue: Online

The ongoing impact of the pandemic has resulted in an increased number of pupils entering Key Stage 2 and 3 who are not yet secure in their phonics skills. We also have struggling readers who take longer to embed their phonics knowledge.

Join us for a twilight session designed for staff in Key Stage 2 and 3. This session will introduce the principles of phonics teaching and provide valuable insights into utilizing your school's Systematic Synthetic Phonics (SSP) program to support these essential learners.

Don't miss this opportunity to enhance your teaching strategies and better support your pupils in overcoming these challenges. [BOOK HERE](#)



Unlocking
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English Hub at St Peter's School

Funded by

Department
for Education

Talk Through Stories - Thursday 6 February



Unlocking
Excellence
English Hub at St Peter's School

Talk Through Stories

Enrich Your Classroom with the Power of Children's Literature and Expand Your Students' Vocabulary with Talk Through Stories

Talk Through Stories is designed to enhance children's spoken vocabulary by utilising the finest in children's literature. Developed by the experts at Read Write Inc, this programme is available to all schools, regardless of their current phonics programme. **Join us for this full day of CPD on Thursday 6th February.** Training will be hosted at St Peter's Church of England Primary School, Portishead.

Comprehensive Training: Gain a thorough understanding of how to use stories to develop and support pupils' vocabulary and early language skills.

Expert Insights: Benefit from RMT's extensive expertise in language development.

Limited Availability: Only 20 schools can participate in this CPD session.

Attendance Policy: A £50 fee will be charged to schools that book but do not attend.

Required Materials: Schools will need to purchase the books used in the programme.

Don't miss this opportunity to empower your students with a richer vocabulary and a love for literature. Secure your place today!

Unlocking
Excellence
English Hub at St Peter's School

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for Education



Unlocking Reading Fluency - Friday 7 February



1 day face to face and online coaching follow-up
£180 for two members of staff.

Unlocking Reading Fluency

Fluent decoding allows us to understand what we read. Because the reader has gained accuracy and automaticity in word reading, the brain's resources are available to focus on lifting the meaning from the page: connecting the words and sentences, and making connections across the text. As pupils gain fluency, their motivation increases: they start to enjoy reading more and are willing to do more of it. Reading Framework

We will provide you with the knowledge needed to teach fluency across your school and how to identify pupils who need additional support with this. We'll support you to create an action plan to implement or enhance the fluency provision in your school. We recommend that two leading members of staff attend this training.

7th February

9.00am – 3.00pm

At St Peter's in Portishead

9th May

1.30pm – 4.00pm

Online coaching follow up

Book here: [Book now](#)





Upcoming Lighthouse Learning Sessions and CPD Networks

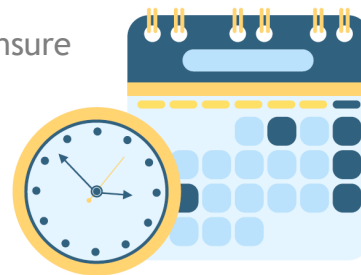
Please email [Lighthouse Learning](#) if you have any questions about the below events.

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](#).

DATE	EVENT	AUDIENCE
Wednesday 22 January 3.30-4.00pm	LSP Secondary Raising Standards Network Online via Teams	Secondary Standards Leads
Wednesday 22 January 3.45-5.15pm	WRM Mixed Age Classes Webinars: Episodic Teaching and Lesson Design. <i>Link already sent to Headteachers</i>	WRM Mixed Age Schools
Thursday 23 January 10.30-11.30am & 7.15-8.15pm	Chairs' Forum Online via Teams. <i>Link will be circulated by Chris Hills in due course.</i>	Chairs
Monday 27 January 3.00-4.30pm	Trust Wide Safeguarding Network Online via Teams	Safeguarding Leads
Monday 3 February 1.00-4.00pm	Early Years Network English Hub @ St Peter's	EYFS Leads
Monday 10 February 1.00-4.00pm	Primary Assistant/Deputy Heads Network English Hub @ St Peter's	Primary Assistant/ Deputy Heads

KEY DATES, DEADLINES & REMINDERS

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



Key Dates

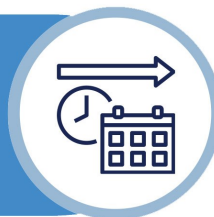
DATE	INFORMATION	FAO
5.00pm, Friday 7 February	Deadline to respond to Core Services Charge Consultation	All
Friday 21 March	Deadline to submit to Estates Additional Bid Fund requests to Callum Fear .	Heads, SBM/ OMs & Estates



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