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Introduction

Dear all,

I hope that you will forgive a very brief introduction this week. We have a few events requiring my attention simultaneously this morning; it is just like Headships sometimes!

As we approach the annual review of our strategic plan I have been mulling over the inputs from James Townsend and others to our Teaching and Learning Conference last month. Really knowing our communities so we can serve them well is something that probably needs to be led at school level rather than across the whole Trust. I'm struck by the positive diversity that we now have and the greater obligation on Headteachers and Local Governing Bodies to fit the resources and ethos of their schools to the needs of their families in a way that could never be achieved by a one-size-fits-all approach.

Our local Governing Bodies are one of the ways that we engage with our stakeholders as some of those partners sit around the table. This works well for stakeholders such as our churches, but less well or not at all when it comes to disadvantaged families or recent incomers to the UK. Serious strategic engagement with these stakeholders requires a much greater effort and this is one of the dimensions of stakeholder governance that Adele and I have been thinking about as we begin our preparations for the summer governance conference. I might say a word or two more about this at the Chairs Forums over the next weeks. On that note I'll head back to my emails!

With best wishes,

Gary Lewis, Chief Executive



Updated Trust Policies: Investment and Record Retention

A short item to inform you all that the Trust's Investment Policy and Record Retention Policy have been reviewed and approved by Trustees. The latest versions of both these policies have been published [on our website](#) and [Foldr](#).

Please ensure you are using this latest versions if referencing these policies.

Health and Safety Policy update

Please note that we have changed the dates associated with the update of the Health & Safety Policy.

A draft of the policy is now due to be issued to schools for comment between Wednesday 21 May and Monday 30 June. The policy, incorporating your feedback will be considered by the Audit and Risk Committee on **Tuesday 1 July** and then issued to schools.

LSP Pupil Mental Health Policy & Pastoral Support Plan Process

Following the Headteachers' Meeting and SENDCO network over the past few weeks here a summary of next steps relating to the Pupil Mental Health Policies and the LSP Pastoral Support Plan Process.

Actions for schools:

- All schools should adapt the model LSP Pupil Mental Health Policy to make it applicable to their school and ensure that it is ready for implementation from September 2025 and uploaded to their school website.
- The LSP Pastoral Plan Guidance and proforma are available for use as soon as schools are ready to use it.

All documents referred above can be found in Foldr: *LSP Policies\Operational Policies\Pupil Mental Health Policy and Pastoral Support Plan Templates*

Secondary colleagues have been asked to check their current Pastoral Support Plan (PSP) process and proforma and determine if they need to make the move to the LSP version. Secondary schools should ensure that, if they are choosing not to move to the LSP template, that their current version holds all of the same processes and has a clear entry and exit criteria. Any further support needed please contact [Lou O' Rourke](#) from the Central Inclusion Team.

Debbie Coker, Director of Inclusion

Important Update on AI use in Schools

As part of our ongoing commitment to providing a nurturing and engaging learning environment, we would like to share an important update with you all. Given the rapidly evolving landscape of Artificial Intelligence (AI), we have decided to temporarily restrict student access to AI products within our schools.

Please note that staff access to AI tools, in line with [the guidance issued](#), will remain as we recognise that there is some strong and innovative practice in our schools

We understand that this decision may come as a surprise to some, but please be assured that it has been made with the utmost care and consideration for our students' well-being. By taking a proactive approach, we aim to safeguard their safety and the safety of the wider school community.

What's Next

We are planning to introduce these restrictions at the end of the day on **Friday 21 March**. If you believe that this will cause any significant issues for you, please [let me know](#) as soon as possible.

We are committed to exploring ways to safely integrate AI into our schools while ensuring that our students receive the highest quality education. To achieve this, we are actively working on establishing safe and responsible AI usage guidelines across all of our schools.

We are also collaborating with our filtering partners to ensure that any future AI access within schools is implemented safely.

Additionally, it is important to highlight guidance from the Department for Education (DfE), which states:

"Pupils should only be using generative AI in education settings with appropriate safeguards in place, such as close supervision and the use of tools with safety, filtering, and monitoring features.

For any use of AI, schools and colleges should:

- Comply with age restrictions set by AI tools and open-access language models.
- Consider online safety, including AI, when creating and implementing safeguarding policies and procedures.
- Consult *Keeping Children Safe in Education*.
- Refer to the DfE's *Generative AI Product Safety Expectations*.
- Follow the *Filtering and Monitoring Standards* to ensure appropriate systems are in place, including AI-specific filtering and monitoring approaches."

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Important Update on AI Use in Schools

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Specific Guidance on ChatGPT

Regarding ChatGPT, OpenAI provides the following guidance:

"ChatGPT is not intended for children under 13, and children aged 13 to 18 require parental consent before using it. While we have taken measures to limit the generation of undesirable content, ChatGPT may produce output that is not suitable for all audiences or age groups. Educators should remain mindful of this when using it with students or in classroom settings.

We advise caution when exposing children to ChatGPT, even those who meet the age requirements. If ChatGPT is used in an educational setting for children under 13, the interaction must be conducted by an adult."

This temporary restriction will remain in place for as short a period as possible, as we recognise the value AI products can bring to the classroom.

We will provide regular updates on our progress and will notify you as soon as it is safe to resume student access to AI tools.

Thank you for your understanding and cooperation as we work together to create a safe, innovative, and inclusive learning environment for all.

Louise Malik, Chief Financial and Operating Officer



Shine Holiday Club - Discount for LSP Employees

Shine are offering all LSP Employees a 25% discount off Holiday Clubs based at Gordano School or Portishead Football Club (excluding Half Day or Inset Day bookings). Please use the code **Staff25** to receive your discount.

Please share the poster below in staff rooms or in communications with staff.

[You can download the poster below here:](#)

WELCOME SPRING
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A huge range of sporting and creative activities running every holiday.

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Reminder: Online Financial Strategy Information Session

Louise Malik will be hosting an information session, covering the LSP Financial Strategy on Monday 24 March at 2.00pm.

This is aimed at School Business Managers, but Headteachers or Chairs who did not see Louise's presentation at the recent Heads' Meeting/Chairs' Forum would also be welcome to join.

The link to the MS Teams meeting is below:

[Join the meeting now](#)

Meeting ID: 388 055 227 348

Passcode: Gb6Uk3Af

Updates to IMP - GAG Statement

All GAG Statements are now available and have been downloaded and sent to schools for information. Please note that 16-19 Funding Statements have not yet been made available.

The Central Finance Team will update IMP for 2025-26 GAG funding and GAG funding adjustments for 2026-27 and 2027-28 for all schools (including schools with an SLA) on **Tuesday 25 March**. Please be aware that this will impact any reports you run on this day. If you are preparing reports for Governors on Tuesday 25 March, please feel free to contact us to establish if we have made the updates for your school. If you have any queries, please [contact me](#) or one of the [Central Finance Team](#).

Additionally, the GAG Funding Estimation tool and final copy of the Deployment Model have now been updated and are saved [in Foldr](#):

- **GAG Funding Estimation tool:** *School Business Managers - Trust Wide - Information for 2025-26 Budgets - Funding Estimation Tool for 2025-26 Budgets*
- **Deployment Model:** *School Business Managers - Trust Wide - Information for 2025-26 Budgets - Deployment Model 2025-26 - Final*

Sue Warneford-Thomson, School Finance Support Manager

Waste Collection Suspensions During Holidays - Hills Contract

With the Easter holiday period fast approaching, please see below info (as listed in previous bulletins) regarding waste collection service suspension. Please note that Hills are intending to collect on Good Friday and Easter Monday, despite these being Bank Holidays.

If schools, with Hills for their waste contract, wish to suspend any of their waste collection services during any of the school holiday periods, Hills require three week's notice for any suspension. The suspension form to return to them was included in their Welcome Packs to schools, or you can find a copy in the Waste and Recycling Contract folder [in Foldr](#):

SBM \ Trust Wide \ Waste & Recycling Contract

You may wish to set reminders to cancel future holiday periods. The form, once complete, should be returned to key.accounts@hills-group.co.uk

There is no requirement to suspend services, it is just an option that is available and will reduce cost if you don't need the collections during a certain holiday period. Where schools are fully closed and don't have the usual access available, we advise this should be notified to Hills.

Hills contact details - Reminder

Also in the same folder is a copy of the Hills contact sheet signposting contact details if schools need to contact Hills regarding customer queries, portal access/queries or other enquiries regarding the service. If you need any further support with the contract, please do not hesitate to contact Trust Services.

Waste Invoicing - Reminder

As you know, the invoices from Hills arrive as one invoice to the central team and are then re-charged. Schools are able to check on the portal regarding collections and contact the support desk as above to ensure charging is accurate. To further support this process, invoices are also uploaded to the Waste and Recycling Contract folder in Foldr (see filepath above).



Update: NeoPeople Payroll Advance Fees Change

Further to [last week's bulletin](#) where it was advised that NeoPeople would be increasing their charges from Tuesday 1 April, there has now been a slight amendment, and the Payroll Advance fees will apply from **Thursday 1 May 2025**. There is also an adjustment to the fees as follows:

Standard advances from £35.00 to **£36.00**

Same day advance from £50.00 to **£51.00**

If you have any queries regarding this, please [contact the central HR team](#).

Redeployment Pool

Further to email communications to Headteachers last week, please can all schools ensure that prior to any vacancy being advertised, that the redeployment pool has been reviewed to see if any of the individuals within the pool could be suitable for the school vacancy. If schools are interested in any of the individuals, please inform the [Central HR Team](#), who will be able to arrange an interview or answer any questions relating to the individual or the process. This process is crucial to avoid redundancies within the trust. Below is the link to the redeployment pool.

[Trust wide redeployment pool - review before advertising.xlsx](#)

Flexible Working Requests

Please be reminded there are template documents available on Foldr: *LSP Communications\HR\Flexible Working* for the below. Please ensure these are used to cover any mandatory information that needs to be included in line with LSP policy and the statutory process:

- Flexible working application form
- Letter - confirmation of receipt of a flexible working request
- Letter - approval of changes (either temporary or permanent)

For any flexible working applications that you wish to either reject or approve with amendments, you will need to meet with the employee to consult. In this situation, please discuss with the [Central HR Team](#) so we can support the process and correspondence to ensure we are being legally compliant.

Fixed term contracts

It's that time of year again when schools need to review staff on fixed term contracts. If you are planning to extend the member of staff and they are going into their fourth and successive year, within the period of the extension, then their contract will need to be made permanent, in order to comply with legislation. If you are planning to end a fixed term contract and they have two or more years continuous service, they may be eligible for a redundancy payment, unless they are being redeployed to a suitable alternative post. Please [contact the Central HR Team](#) for further guidance as it is a complex piece of employment law.

Expiry of Biometric Residence Permits

Please be aware that all Biometric Residence Permits (BRP's) had an expiry date of 31 December 2024. This does not necessarily mean that their UK immigration permission to stay and work in the UK expired on this date, only the BRP itself expired.

Instead, an eVisa is now issued which is an online record of an individual's immigration status and the conditions of their permission to stay in the UK.

Like with a BRP, the eVisa does not replace the need to gain a Share Code from employees to prove their Right to Work in the UK.

If you're unsure about what documents are required for you to check the Right to Work for a new starter, please contact the [central HR team](#) so we can advise.

Contract Request - new process

Please note, this relates to non-SLA primary schools only.

All schools are now using the iTrent system for recruitment. Once a school has moved an applicant to the 'Offer by HR' stage, the central HR team receive a report the following day from Neo People to identify the contracts that need to be raised.

We would now ask that if you move an applicant to 'Offer by HR', please also upload the Right to Work documents, that you should have obtained at interview stage, to the 'Recruitment' folder in LSP HR Secure in Teams. This will allow us to confirm that the successful applicant has the correct Right to Work documentation before we send a contract, to avoid any contractual issues going forward. If there is a delay in uploading this information, then there may be a delay in the contract being raised. You must make a clear copy of each document in a format which cannot manually be altered and retain the copy securely: electronically or in hardcopy. You must also retain a secure record of the date on which you made the check. Further information can be found [here](#).

Upcoming Clerks' Network

Our next Clerks' Network will take place on Thursday 27 March from 1.00pm.

[Chris Hills Governance Professional](#) will circulate the Teams link to Clerks in due course.

Reminder LSP Chairs' Forums

The next LSP Chairs' Forums are being held online on:

(Today) Wednesday 19 March 2025 7.00-8.00pm

and

Wednesday 26 March 2025 10.00-11.00am

Chairs, or a representative, are requested to attend one of the above dates as the content will be repeated.

[Chris Hills Governance Professional](#) has already circulated the MS Teams links for these sessions. Please email him if you have questions.





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 19 March 3.30-4.15pm	Trust-wide Attendance Network Online via MS Teams	Attendance Leads
Wednesday 19 March 3.30-5.00pm	LSP Secondary Networks for Maths and MFL Both Online via Teams (link to be sent from Natalie Wilcox)	Secondary Maths and MFL Leads
Wednesday 19 March 7.00-8.00pm Or Wednesday 26 March 10.00-11.00am	Chairs' Forum Online via MS Teams. Link has been circulated by Chris Hills.	Chairs
Thursday 20 March 3.30-5.00pm	LSP Secondary Network for English Online via Teams (link to be sent from Natalie Wilcox)	Secondary English Leads
Monday 24 March 3.30-5.00pm	Primary Science Network Online via MS Teams	Primary Science Leads
Wednesday 26 March 12.30-3.30pm	Updated EEF Implementation Guidance In person @ Nailsea Baptist Church	Headteachers
Wednesday 26 March 3.30-4.30pm	Secondary Raising Standards Network Online via MS Teams	Secondary Standards Leads

Summer Term 2025 Primary Writing Moderation Dates

Although it still feels like a while away, we would like to share the dates for our summer term moderation:

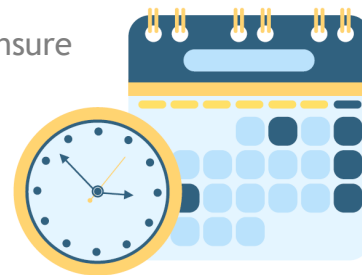
Date and Time		Year Group
Monday 19 May	8.30 - 11.30am	Foundation Stage
Tuesday 20 May	8.30 - 11.30am	Year 5
Tuesday 20 May	1.00 - 4.00pm	Year 6
Thursday 22 May	8.30 - 11.30am	Year 3
Thursday 22 May	1.00 - 4.00pm	Year 4
Friday 23 May	8.30 - 11.30am	Year 1
Friday 23 May	1.00 - 4.00pm	Year 2

Following patterns from previous years, we have put the moderation sessions here to allow time for teachers to adapt curriculum in the last term to support attainment. We will send sign up details out next week but our expectation is that at least one teacher from each year group will attend and schools with mixed age classes will send a teacher to each year group over our two moderation sessions in each academic year (e.g. Year 1 to spring moderation, Year 2 to summer moderation).



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
Friday 21 March	Deadline to submit to Estates Additional Bid Fund requests to Callum Fear .	Heads, SBM/ OMs & Estates
Wednesday 26 March	Primary Heads' Meeting @ Nailsea Baptist Church Click here to view the agenda .	
End of Term 4	Ensure mid-point review 1 is completed for both teachers and school leaders are completed as per Performance Development Policy.	Heads & Leaders
Tuesday 22 April	Deadline to have set initial draft 2025-26 3-year budget.	SBMs & Heads



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

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previous bulletin articles

Previous Bulletins

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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