



Preparation for September 2025

CONTENTS
INSET Dates and Information
Annual Planner 2025-26
Trust-wide Policies
Performance Development Process (Appraisal) Documents and Deadlines
Safeguarding: Checks and Training
Annual Safeguarding and Training Declaration 2025-26
Employee Self Service Guidance Poster
Childcare Disqualification Form (primary staff only)
Other compulsory staff training
Gifts and Hospitality Declarations
Register of Business and Pecuniary Interests
Dates of School Leaders' Meetings 2025-26
SDP and SEF Templates
CPD & Networks for 2025-26
Headteacher reports to LGBs
Who's Who in the LSP Central Team
Welcome to new headteacher colleagues
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 2025) in one place.

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 Tuesday 2 September and [stored here](#) when ready.

A reminder of the INSET Dates for 2025-26

Primary INSETs

Tuesday 2 September 2025

Wednesday 3 September 2025

Monday 3 November 2025 (Trust-wide offer available)

Friday 16 January 2026 (for Moderation)

Friday 13 February 2026 (Trust Training Day, Trust-wide offer available)

+ one school choice

Secondary INSETs

Tuesday 2 September 2025

Wednesday 3 September 2025

Wednesday 19 November 2025 (collaborative content across all LSP secondaries)

Friday 13 February 2026 (Trust Training Day)

+ two school choice

Annual Planner 2025-26

The LSP Annual Planner for 2025-26 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](#).

[Click here to view the Annual Planner for 2025-26](#)



Trust-Wide Policies from September 2025

A number of key policies will have been updated and need to be in place from September 2025:

Code of Conduct: Consultation has already taken place and the updated policy has been published on both the [LSP Website](#) and [Foldr](#) and is available for staff to view via ESS. This policy does not need personalising by individual schools, Please draw staff attention to this in September.

SEND Policy: Again consultation has already taken place on this and a copy of the updated policy can be found on the [LSP Website](#) and [Foldr](#). You will need to read it over and check that your practice is aligned to it. The policy must also be uploaded to your SEND page along with your SEND annual report which schools should be reviewing and updating as normal practice.

Safeguarding Policy: The Trust-wide Safeguarding Policy has been updated, following the publication of [Keeping Children Safe in Education \(KCSIE\) 2025](#). This is a template policy which means that you need to personalise it for your school, have it ratified by your LGB and published on your website as close to the start of the academic year as possible. The word version of this document can be found on [Foldr](#): *LSP Policies\Operational Policies\Safeguarding Policy 2025 Template*.

Pupil Mental Health Policy: Schools should have been working on personalising this policy already so that it is ready to be published from September 2025 following ratification from your LGB.

The mental health policy template can be found on [Foldr](#): *LSP Policies\Operational Policies\Pupil Mental Health Policy and Pastoral Support Plan Templates*

Home-School Partnership: Following consultation in May 2025 this has now been published on the [LSP website](#). Please ensure you draw parents attention to this early in September—we will supply some wording in the first bulletin of 2025-26 (Wednesday 3 September)

A reminder that the LSP Policy Schedule [can be found here](#) which covers policies, when and who should be reviewing these and whether wider-consultation on the content/changes will take place.



Performance Development Process - Documents and Deadlines

Headteacher Performance Development (Appraisal)

As per the Annual Planner, appraisals are to be completed between 15-26 September 2025.

You have already been contacted with the date for your PDP (appraisal) meeting.

Headteacher Performance Development paperwork, and guidance, [can be found here](#) and should be completed and shared with your Line Manager and Governor(s) attending your appraisal prior to the meeting taking place.

Teaching Staff Performance Development (Appraisal)

The Trust-wide Performance Development Policy (PDP) and supporting documents [can be found here](#) - please download them onto your school's network. They are also saved [on Foldr](#).

- All teacher PDP's should be completed by **Friday 24 October** (end of Term 1).
- Applications for those wishing to move to UPS need to be completed and submitted to Headteachers by **Tuesday 30 September**.
- The spreadsheet to be updated to confirm pay progression and add successful UPS applications for teaching staff will be uploaded to the HR Secure MS Team by Friday 12 September. This needs to be signed off by the Head and your line manager (member of Education Team) by **Friday 7 November** so it can be agreed at the Board of Trustees in early November.

Please do take a few moments to read the [Performance Development Policy](#) so you are familiar with its contents and processes.

Support Staff Appraisals

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.

All support staff appraisals should be completed by **31 October 2025**.



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. [Keeping Children Safe in Education 2025](#) has just been released. We are now working on updating the safeguarding training slides and video so they are ready for you in September.

The usual key actions around safeguarding for the start of September are outlined below:

- The Trust-wide Safeguarding Policy is being updated and will be shared with you, and DSLs, as soon as possible.
- Training slides (and videos if required) for you to use to deliver the Annual Safeguarding Update to all staff on the two September INSET days will [also be provided](#). Please allow 30 minutes in your INSET schedule for this statutory update.
- Please remind staff how they should be reporting any concerns and how CPOMS works.
- Ensure that all new staff (including new governors) have completed/attended basic awareness/Level 1 Safeguarding training and completed [Prevent training](#).
 - Safeguarding training for teaching staff can be carried out via the Local Authority, iAM Compliant or the NSPCC.
 - For all other staff the newly launched iAM Complaint courses can be undertaken. We have asked for the iAM courses to be 'pulled together' in to one safeguarding induction course to make access and monitoring of completion more straightforward. In the meantime, new starters would need to complete the following courses:
 - Key statutory guidance - Keeping children safe in education
 - Key statutory guidance - Working together to safeguard children
 - Recognising the signs of abuse
 - Disclosure
 - Reporting & referral
 - Recording
 - Information sharing & confidentiality
- Check that all staff have undertaken [Prevent Refresher Training](#) (this needs to happen every two years).
- All staff need to complete the Annual Safeguarding and Training Declaration (see separate item) by **Friday 26 September 2025**

[Click here](#) to access the folder in which all Safeguarding documentation for September 2025 will be stored (including the full safeguarding checklist for September 2025).

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.

Contractors:

The Central Team will check that Aspens, Purgo, 2IT, WSS and Cornish Garden Services have completed the required safeguarding training.

Schools are responsible for checking that any other relevant contractors have completed required safeguarding training as on [LSP guidance](#).

Annual Declaration of Safeguarding and Training 2025-26

All LSP staff are expected to complete the Annual Safeguarding and Training Declaration to confirm they have received the necessary safeguarding training/updates, cyber security training and to sign a number of declarations.

This declaration will be available on the Employee Self Service (ESS) system* from 2.00pm on Wednesday 3 September. Using ESS allows SBMs/OMs 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. The LSP Central HR Team will run these reports for SLA schools and provide them to the school.

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 26 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).

- Select 'a different account'
- 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.
- Two Factor Authentication will also need to be set up

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/Office Manager or the LSP HR Central Team who will be able to help. A user guide to help with ESS navigation is available [here](#).

Please can you sign this Annual Declaration by Friday 26 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 2025. Otherwise they will not be able to access the ESS for the Safeguarding Declaration, pay slips etc and you will have to update manually.*

Employee Self Service (2025) Poster

[Click here](#) to download the poster below to display in staff rooms and share with staff.



LIGHTHOUSE
SCHOOLS PARTNERSHIP

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



Further Assistance

Please use this QR code (right) for guidance, and access, to your ESS account.



Please contact your School Business Manager / Office Manager if you need any help in accessing your Employee Self Service (ESS) account

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](#)

Other Compulsory Staff Training—September 2025

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 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](#) every two years (this was launched in September 2024 and LSP staff were asked to complete the refresher training last year).

Health and Safety Online Training

Online training for Health and Safety (H&S) is currently being completed via iHASCO. If you have staff that require H&S training this Autumn please send a list of names and email addresses to trustservices@lsp.org.uk.

Please note, this should be the last year of using iHASCO for basic H&S training as iAM

Compliant's equivalent course is due to launch in September.

School specific Health and Safety and Fire Awareness Training

School specific H&S training should also be delivered to all staff at the start of the academic year, this gives an opportunity to highlight any school specific issues or trends (accident trends, working at height reminders, muster points, evacuation procedures, storage of combustible materials etc).

Training for new employees

New employees joining your school in September will have a longer list of compulsory training to undertake; full training matrix on *Fldr: L:\School Business Managers\Trust Wide\Training Matrix and e Learning*. If you have any questions please contact the [Trust Services Team](#).

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 2024–31 August 2025) needs to be returned to the LSP Central Team (LGBreturns@lsp.org.uk) by **Friday 19 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 19 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 Interests Form](#)

Dates of LSP Headteachers' Meetings 2025-26

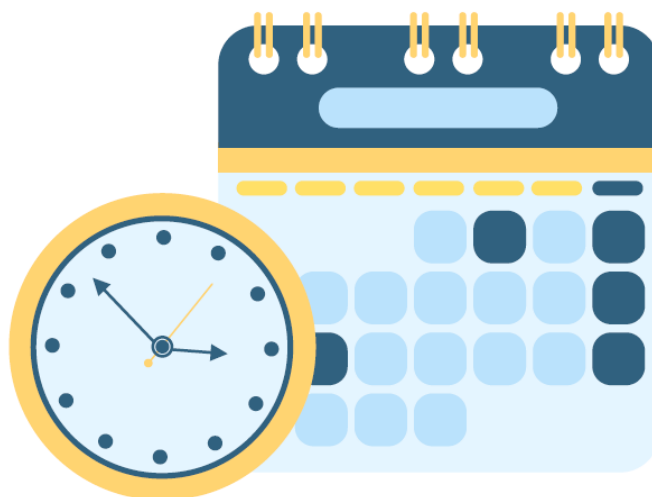
A reminder of the dates for the LSP Headteachers' Meetings next academic year:

Date	Time	Venue
Thursday 2 October 2025	8.30am-12.30pm	Nailsea Baptist Church
Thursday 6 November 2025	8.30am-12.30pm	Nailsea Baptist Church
Thursday 22 January 2026	8.30am-12.30pm	Nailsea Baptist Church
Thursday 5 March 2026	8.30am-12.30pm	Nailsea Baptist Church
Thursday 7 May 2026	8.30am-12.30pm	Nailsea Baptist Church
Thursday 11 June 2026	8.30am-12.30pm	Nailsea Baptist Church

Dates of Primary Headteachers' Meetings 2025-26

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

Date	Time	Venue
Thursday 18 September 2025	8.30am-2.00pm	English Hub, St Peter's
Thursday 4 December 2025	8.30-11.30am	Nailsea Baptist Church
Thursday 5 February 2026	8.30-11.30am	Nailsea Baptist Church
Thursday 26 March 2026	8.30-11.30am	Nailsea Baptist Church
Thursday 2 July 2026	8.30-11.30am	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. These need to be shared with your LGB and School Improvement Partner once completed.

Secondary Headteachers

Once you have updated and completed your School Development Plan (SDP) and Self Evaluation Framework (SEF) for 2025-26 please share a copy with [Natalie Wilcox, Director of Learning](#).

Headteacher Reports to Governors

[Click here](#) to access the template for your Headteacher's Report to Governors.

[This working document](#) outlines what you should be raising with them and when. More guidance around this will be given in September 2025. It will also be shared with Clerks and Chairs.

CPD & Networks for 2025-26

The Lighthouse Learning offer of CPD and networks for 2025-26 can [be found here](#). Please share this link with your staff.



Who's Who in the LSP Central Team

We have created a summary document of the LSP Central Team from September 2025 onwards, with their working days and emails.

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

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

Welcome to new headteacher colleagues

We have a number of new (some new to the role, some new to LSP) Headteachers from September 2025:

- Will Penny—Headteacher at Backwell School
- Corrine Clarke—Headteacher at Northleaze CofE Primary
- Jenny Campbell—Headteacher at Winford CofE Primary
- Kerrie Burnell—Head of School at Blagdon Primary

Summary of key links

[Click here to view the Annual Planner for 2025-26](#)



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

[Click here to access Performance Development
\(Appraisal\) Paperwork for 2025-26](#)

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



and finally.....



Best Wishes

for a smooth and successful
start to 2025-26!



LIGHTHOUSE
SCHOOLS PARTNERSHIP

