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## Introduction

Dear all,

This is my 33rd start to the academic year as an educator and my 50th including those as a pupil and a student. They all have the same mix of anxiety about being ready, excitement about what is ahead and slight confusion about new systems! This year some of my confusion is about interpreting secondary school outcomes through the old lens of attainment as we lack progress data as the Year 11s having missed their KS2 SATs due to Covid. I'm actually very frustrated not to have the progress data as the secondaries have performed well on an attainment basis and I feel very confident that all would have seen positive Progress 8 scores also.

My excitement is much easier to describe and it is great to be welcoming Horfield CE Primary to our Trust. Rae and her staff joined us in heart and mind many months ago, so it is excellent to know that the legalities have caught up. They are very welcome indeed. It is also exciting that we have new Heads taking up post at Backwell Secondary and Blagdon, Northleaze and Winford Primaries. I wish them all the very best for building strong relationships with the staff, pupils and communities and delivering on the visions for their schools that they set out at interview.

You will have heard me say in [my video message](#) that our top priority remains the same, we need to deliver more and better for disadvantaged pupils. Preparing our data for our Trustees' scrutiny underscored for me the gap that exists. At secondary our average Attainment 8 score is 50.14 for all pupils but only 33.79 for disadvantaged young people. The gap is just the same in primary attainment. Of course all that requires some context. There is a very significant overlap between disadvantaged children and children with SEND, the numbers in some schools are small etc, etc. What we need is a clear view of the provision for and progress of these children who will gain most from a great education. To do that top down is very hard but I think it is more manageable at class level. I hope that we will do all that we can to keep the eyes of our teachers on our Priority Pupils and keep talking about the planning and adaptation of our teaching to meet their needs.

Lastly, you will see below that we are welcoming Chris Chamberlain, Louise Bradberry and Rachel Robb to the central team. Neil Lankester also has a new job title as Director of Primary Education, which better reflects the leadership that he already gives to curriculum and standards.

I look forward to seeing you in coming weeks,

*Gary Lewis, Chief Executive*

## Welcome to new Central Team colleagues

As we start the new academic year, we have a few new faces joining the LSP Central Team:

- **Chris Chamberlain** has joined the Education Team, three days a week, to add more capacity to school improvement for our primary schools. School's who have Chris as their School Improvement Partner for 2025-26 have already been informed and have some introductory meetings scheduled over the next few weeks.
- **Louise Bradberry** has joined the Administration Team, 25 hours a week, following an ongoing vacancy within the team. Louise is most likely to be the 'first voice you hear' when contacting the Central Team once she is all settled in!
- **Rachel Robb** has joined the HR Team, and will be directly supporting a number of our SLA Schools. Rachel has moved from another position within LSP, so has a good understanding of the Trust.



As ever if you have any questions or are unsure who to contact please reach out to the Central Team; [enquiries@lsp.org.uk](mailto:enquiries@lsp.org.uk) or 01275 841396.

A reminder that a Who's Who of the Central Team [can be found here](#).

## Upcoming LSP Primary Headteachers' Meeting

The first Primary Headteachers' Meeting for 2025 is taking place on Thursday 18 September at the English Hub, St Peter's Primary School in Portishead.

This meeting is extended and will be running from 8.30am-2.30pm. Lunch will be provided. Please email [enquiries@lsp.org.uk](mailto:enquiries@lsp.org.uk) by 9.30am on Thursday 11 September if you have specific dietary requirements to be catered for.

The agenda, and formal calendar invitation, will be circulated in due course.

## LSP Home-School Partnership

You will remember that we have published a home-school partnership for all parents/carers. This is published on the LSP website and can be used to support you, if required, when building and managing relationships and communications with parents/carers.

Please bring this the attention of parents/carers on any new academic year newsletters/emails home. Here is some suggested wording:

*As you are aware [SCHOOL NAME] is a member of the Lighthouse Schools Partnership (LSP). As a Trust we believe that children and young people flourish in their education when schools and families work together with mutual respect, open communication, and a shared commitment to nurturing every child's potential. We value positive, professional relationships with our families and have formalised our processes, and expectations, in our home-school partnership.*

*As we start this new academic year I wanted to bring this our partnership document to your attention. The LSP home-school partnership outlines the commitments we make as a trust of schools to you as parents/carers as well as the support and engagement we need from yourselves to ensure our shared purpose of happy and successful children can happen.*

[Click here to view our Home-School Partnership](#)

This was also mentioned in the Parents' Edition of The Beacon in July, so parents/carers may already be aware.

## Data Protection Policy—sharing key information

A reminder the Data Protection Policy and relevant privacy notices should be made available to staff and parents each September. This was discussed within your Data Protection Audits last academic year and ideally you will gain confirmation that staff have read the policy.

The policy also refers to Privacy Notices of which schools hold copies for Workforce (staff), Parents and Pupils, and Visitors. Please remember to signpost these Privacy Notices to both Workforce (staff) and Parents via newsletters or other appropriate communications.

All parties should be aware of how their personal data is processed and schools should be reminding annually how parties can access this information if they should need it.

If you have any questions or queries please contact the [Central Trust Services Team](#).

## Reminder: Preparing for September Bulletins

A reminder you can use the links below to access the Special Editions of the Bulletin outlining actions for September:

[Click here to view the special bulletin for School Leaders](#)

[Click here to view the special bulletin for Governance](#)

## Reminder: Access to Primary Curriculum SharePoint for new starters

Please email [lighthouselearning@lsp.org.uk](mailto:lighthouselearning@lsp.org.uk) with the names and emails of new teaching colleagues who will need to be given access to the LSP Primary Curriculum SharePoint.

This will be actioned and individuals will be emailed directly to confirm when the access has been given.

## Sirona Care and Health—Vaccination Information for Parents

Many schools will have Sirona Care and health visiting to provide vaccinations to pupils over the coming academic year.

[This poster](#) can be shared with parents/carers to give them more information on the services Sirona provide and information on vaccinations at an appropriate time prior to vaccination sessions.

## Early Career Teacher (ECT) Actions

Our Primary ECT1s will be using UCL/ National Foundation as our new ECTE. Please can you make sure you have:

- Confirmed your partnership with UCL
- Register ECTs

### ECF Schedule 2025-26

[Click here our ECF Schedule for this academic year.](#) There is a full day induction followed by half days (with a mix of in-person and online). These can be within your ECT's ECF time.

### Mentor Training

Your ECF mentors will need to complete one day training on Thursday 25 September - they will receive a Zoom invite for this.

*Janine Ashman, Director of Learning*

## Revised Deployment Model for Primaries

The Central Team have added some refinements to the model staffing levels over the summer holiday. Most of the changes since it was last shared are small. However, the spreadsheet previously showed the model staffing level for schools but did not show how a school's budget compares to it. We have now added a comparison so that schools, and SIPs, can see this. This is a relatively straightforward process and should be undertaken by School Business Managers and Finance Business Partners ahead of your term 1 school improvement meeting.

The revised Deployment Model can be found [in Foldr](#).

*School Business Managers - Trust Wide - Information for 2025-26 Budgets - New Deployment Model 2025-26 - September 2025*

## IT Transformation - recharges for Windows 11 update

Thank you for engaging positively with the process to update our IT to be Windows 11 compliant. It has been a demanding and complex project, but we have made a lot of progress. Recharges for the devices that you have ordered, less the contribution from central funds, will be charged to your budgets in the 2024-25 financial year. The recharges for primary schools will be actioned shortly and the charges for secondary schools will be actioned after the IT Steering Group meeting on Wednesday 10 September. If you have any questions about the recharges please contact the [LSP enquiries](#) email address so that your query can be distributed appropriately.

The Primary 2024-25 recharges document can be downloaded from [Foldr](#):

*School Business Managers - Trust Wide - Information for 2024-25 budgets - Primary IT Transformation Recharges 2024-25*

## PE and Sport Premium digital expenditure reporting return

Hopefully all primary schools were able to complete the PE and Sport Premium expenditure reporting return by the 31st July. The DfE have advised that some schools nationally experienced issues accessing the return which have now been resolved. If you were unable to submit your return, schools now have until 5pm on Tuesday, 30th September.

Use the link [reporting primary PE and sport premium grant expenditure](#) which will take you directly to the form

If you have problems accessing the form, use the [customer help portal](#) to contact the DfE.

A reminder that this year your return needs to be signed off by your Chair of Governors.

## National Insurance Contributions (NICs) Grant

The DfE have recently communicated that the NICs grant for mainstream schools (5 to 16 year olds) will be paid for the period April 2025 to March 2026 in October 2025. A 5/12th proportion of this payment will be for April to August 2025 and the Central Finance Team will ensure this income is added to your Audit Workbooks before processing the year end journals as accrued income. No action is required by schools.

It is not yet clear when the income will be received for the period April to August 2026, but it will be 5/12th of the grant being paid in October 2025. The grant will be subsumed into the national funding formula for 2026/27. The inclusion of income for SURPS will be adjusted for place numbers published in November 2025.

For 16 to 19 NICs Grant, the income will be paid in September 2025 and the Central Finance Team will calculate the values to be treated as accrued income at year end. There does not appear to be any commitment for payment of the Post 16 NICs Grant for the April to August 2026 so this has not yet been included in budget estimates.

The final allocations for both Pre-16 and Post 16 have been included on a new tab on the latest NICs Grant spreadsheet, again on [Foldr](#).

*School Business Managers - Trust Wide -Information for 2024-25 Budgets - Estimate of NI Grant - updated for final Pre- and Post 16 allocations*

## Monthly Finance Checklist 2025-26

Please download the revised monthly finance checklist for 2025-26. There are no new tasks this year, only two minor amendments to help you record pupil numbers accurately in IMP after each pupil census and also clarification about recording monthly sickness absence to help you at year end.

*[Foldr](#): School Business Managers - Trust Wide - Finance documents and forms - Templates and forms - Monthly Finance Checklist 2025-26 - updated September 2025*



## 2025-26 Financial Year - Monthly Schedule of Finance Deadlines

We're sure that you will all be aware that there is now a Trust requirement for all schools to undertake a monthly forecast (except for month 11 where it is accepted that many Business Managers and Finance Business Partners will be on holiday). Please remember to complete and freeze the forecast by the deadline each month. The relevant dates can be found in the schedule referred to below. Secondary Schools SBMs and Finance Business Partners providing a Finance SLA service to schools were already undertaking monthly forecasts, but other primary headteachers should recognise that there is a fixed period for SBMs to complete these monthly forecasts, which may impact on capacity and prioritisation.

Please download the Schedule of Monthly Finance Dates for the 2025-26 financial year, including dates for processing transactions, monthly accruals and prepayments, the return of monthly checklists as well as monthly forecasting deadlines. Where the deadline for accruals and prepayments falls in a school holiday, please send your template to [financesupport@lsp.org.uk](mailto:financesupport@lsp.org.uk) in advance. Please use the up-to-date template for your monthly return - including nil returns.

*Foldr: School Business Managers - Trust Wide - Finance documents and forms - Monthly Accruals and Prepayments - Schedule of Monthly Finance Dates 2025-26*

*Foldr: School Business Managers - Trust Wide - Finance documents and forms - Monthly Accruals and Prepayments - Accruals and Prepayments Monthly Return 2025-26*

## IMP Housekeeping

Actioned by Finance Team: Please note that IMP recommend that the Central Team roll over staff contracts so that when schools look at a staff member contract, the latest pay scale data will be displayed on the contract screen.

Rolling over contracts ends all contracts with the selected pay scale(s) and creates a new contract line with a start date of the pay scale increment date, thus showing at a glance more accurate data. If a contract already has an end date, the roll over process will not change that. Contract lines in previous financial years may appear to have disappeared but will be available to view if you click 'show historic' in the contract screen. If 'no increment' is ticked for an individual employee on the contract screen, a new contract line will be created, but pay scale will not have changed.

This process has now been actioned for both teachers and support staff for the Master Scenario only and will continue to be run annually after the respective increment dates for teachers and support staff. Scenarios already have these future year salary calculations in place and running in the background, so this process will not have changed your budgets, it just gives schools the most accurate overview when you view a contract.

## 2024-25 Audit Work

The deadline for completion of the Audit Workbooks and upload of supporting documentation is **midday on Friday 19 September**. Schools should have access to the Audit Workbooks via the secure MS Teams called LSP Audit Workbooks - Secure. Please [let the Finance Team know](#) if you are unable to access your workbook.

The last day for processing invoices and the last payment run for 2024-25 will be Thursday 11 September. Please include as many 24/25 invoices as possible.

Initial August Monitoring reports will be available in IMP on 11th September (towards the end of the day). This will give schools an early indication of both revenue and capital balances before the year end journals from the workbooks are processed. You should review income and expenditure in detail - this will aid your completion of your Accruals and Prepayments for the Audit Workbook.

Once the journals from the Audit Workbooks have been processed by the Central Finance Team, a revised version of the August Forecast will be prepared (so please do not freeze the earlier version on IMP) on 2nd October for further review and completion of the Funds Workbook. The Funds Workbooks will be added to the LSP Audit Workbooks secure team later in the month once we have prepared a completed example to include in the workbook. We will obviously advise schools when these have been made available.

## AI help function on IMP

Previously only admin users have had access to a 'chat' function on IMP. IMP have now introduced an Ask AI button which all users have access to if you have a question for IMP. It goes without saying that this new functionality does not mean that SBMs should stop contacting the Central Finance Team for support - in fact, it is helpful to know what difficulties schools might be experiencing in terms of identifying support and training needs. However, this function may be useful if you need a reminder of how to undertake a task.



## Claiming Gift Aid on donations

The Trust is registered with HMRC to enable schools to claim gift aid on voluntary donations. Schools will need to ensure that any donations received are eligible for gift aid and we have produced some guidance for more information. Schools must ensure that a declaration form is completed (either hard copy or electronically if you prefer) for each donation and these declarations must be retained by schools as a clear auditable record. A hard copy of the declaration form is available to download from [Foldr](#).

The Central Finance Team will submit a claim on behalf of all schools in October for the any eligible donations for the 2024-25 financial year (that have not yet been processed). Schools will need to add details of their donations to the template available to download from Foldr. The gift aid income received will be apportioned back to schools as appropriate but may take a few months to be processed by HMRC.

If you have received eligible donations and have the appropriate declarations in place, please complete the template and return to [finance@lsp.org.uk](mailto:finance@lsp.org.uk) by 30th September. Please do not assume gift aid income as accrued income on your Audit Workbooks but treat as income for 2025-26 once any gift aid income is received.

[Foldr](#): *School Business Managers - Trust Wide - Finance documents and forms - Gift Aid - Claiming Gift aid: Information for Schools*

[Foldr](#): *School Business Managers - Trust Wide - Finance documents and forms - Gift Aid - Charity\_GAD\_Single\_Donation Form*

[Foldr](#): *School Business Managers - Trust Wide - Finance documents and forms - Gift Aid - gift\_aid\_schedule\_version\_3*

## New nominal code for NSC Flexible SEND funding

We understand that, following the end of the North Somerset Council (NSC) consultation on changes to High Needs Funding, from January 2026 the proposed new formula to allocate funding to schools for pupils in SEND categories A-C and levels 1 and 2 will be implemented. We have set up a new nominal code to record this funding stream.

The new nominal code is 1087 - NSC Flexible SEND funding and will enable schools to budget and forecast this funding separately to individual TUF.

## Annual Safeguarding Declaration

A reminder that the Annual Safeguarding Declaration is in Employee Self Service (ESS) in iTrent. Please ensure your staff complete the declaration by the **deadline date of Friday 26 September 2025**. School Business Managers and Office Managers can check who has completed the declaration in iTrent under reports: People Reports, E-Signature Correspondence Summary.

**Please note:** If you have a new starter not shown in your report, you must manually allocate this declaration to them. Schools with Central SLA's, can request this from their HR contact. [Click here to view user guide.](#)

## Childcare Disqualification Declaration

A reminder that the Childcare Disqualification Declaration, for primary schools, is available in Employee Self Service (ESS) in iTrent. Please ensure your staff complete the declaration by the **deadline date of Friday 26 September 2025, unless an earlier date has been agreed in your school**. School Business Managers and Office Managers can check who has completed the declaration, along with the responses, in iTrent under reports: People Reports, ESS Questionnaire Summary.

**Please note:** If you have a new starter not shown in your report, you must manually allocate this declaration to them. If you are an SLA school, the above reports will be provided to you by the Central HR Team.

## GDPR Declaration

Please encourage employees to complete the GDPR declaration that has been assigned to all employees via ESS, to ensure that we hold accurate details for all employees. This will support the data reports as part of the Schools Workforce Census.

## Pay Progression - Teaching and Leadership

Please remind teaching staff who are eligible to progress to the Upper Pay Scale (UPS) that their application needs to be submitted to the Headteacher by Tuesday 30 September 2025.

Spreadsheets for teaching and leadership pay progression, will be sent to schools by Friday 12 September 2025 via 'LSP HR Secure' in MS Teams.

The deadline for returning completed spreadsheets to the HR Secure Team channel is 10.00 am, on Friday 7 November 2025. Prior to this, the completed spreadsheets need to be checked and reviewed by the Headteacher and Line Manager (Member of Central Education Team) to sign off. The Headteacher's Report to LGBs in Term 2 will include an overview of pay progression, and UPS applications. Letters to staff will be produced and added to the HR Secure folders and uploaded to iTrent in readiness for December pay.

## Pay Awards - Teaching and Support Staff

### Teaching staff

The pay award as outlined in the STRB 35<sup>th</sup> Report will be implemented and paid from 1st September 2025 for teaching and leadership staff. The pay award is 4%. The salary scales have been prepared and iTrent will be implementing them for September pay. The Pay Policy has been updated with the new pay scales and is being reviewed by Trustees before publishing.

### Support staff

On Wednesday 23 July we received confirmation of new rates of pay, applicable from 1<sup>st</sup> April 2025 (covering the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026). The new pay rates have been increased by 3.20% per annum.

Neo People have confirmed that this change and backpay has been actioned in August payroll. The Pay Policy has been updated with the new pay scales and is being reviewed by Trustees before publishing.

## HR Documents and Templates

### HR Forms and templates - moved to Teams

Various HR forms and templates have been reviewed and updated over the summer period, and these have now been moved from LSP Communications on Foldr to *LSP HR Secure on Teams > General*.

Please ensure that you download any required documents to prevent amending the main template. Please **do not** use previous templates that you may have saved locally.

### Letter templates on iTrent

We have added a number of letter templates to iTrent and there is a guide available on [Foldr](#): *LSP HR Secure > Allocating and Viewing ESS Documents.pdf*

The templates include letters regarding:

- Variation
- Maternity/Shared Parental Leave
- Probation
- Resignation
- Payroll
- Blank template - (Letter to Employee)

*(Continued... )*

## HR Documents and Templates *(Continued...)*

### Central HR team updates

We have had some changes to the HR team at the end of last academic year and over the summer, which included Claire Scott, who joined us as HR Business Partner (HRPB), replacing Ollie Carter, who has decided to continue with his travelling adventures. Claire will work alongside existing HRBP's Laura Payne and Louise Gilhespy. Rachel Robb, who has joined us from St. Peter's, is replacing Ed Holland. Rachel will work alongside existing HR Assistants, Lou Carey, Jo Summerton and Helen Spirit. Schools who have taken up the Centralised Services will have received an email notifying them of their HR contacts for their school.

We are also allocating a HR Assistant and HR Business Partner to be the first point of contact when supporting our hubs. These can be contacted in the usual way via [hr@lsp.org.uk](mailto:hr@lsp.org.uk), and are:

Hub	HR Assistant	HR Business Partner
Portishead Hub	Helen Spirit	Laura Payne
Backwell Hub	Rachel Robb	Laura Payne
Chew Valley Hub	Rachel Robb	Louise Gilhespy
Churchill Hub	Helen Spirit	Claire Scott
Bristol Hub	Jo Summerton	Claire Scott
Central Team	Lou Carey	Louise Gilhespy



## Grounds Maintenance Contract

Thank you for all your input into the recent re-tender of the Grounds Maintenance Contract which, as you know, was awarded to Cornish Garden Services and commenced on 1st August 2025. Please note the following key points:

- Invoicing - the monthly invoices from Cornish include the remaining 50% of the Litmus weighted tender fee, which all participating schools committed to as part of the tender. Cornish have divided the total amount by 12 so schools will pay this fee on a monthly basis alongside the contract monthly charge, for the first year of contract only.
- If you have any queries regarding your contract charge, please do not hesitate to contact Trust Services. The schedules/monthly tasks and frequencies for each school were confirmed as per school discussions with their Estate Lead.

Cornish have always proven to be as flexible as possible on site visits but have asked that schools are reminded of the following:

- They will agree set days and times with schools - please can schools ensure visit days are communicated to all staff for awareness. It is very unlikely that days can be swapped around due to tight schedules.
- Please can schools consider Cornish's scheduled visits when planning school events in particular exam periods, sporting events etc...as there may still be charges if the team are turned away or have to leave before being able to complete tasks.
- It is not possible for Cornish to undertake all tasks for all schools before 9.00am, visits to sites will be at various points of the day dependent on scheduling.

## IT Transformation— Windows 11 for Primary Schools

The Windows 11 rollout is ongoing in our primary schools, but we are coming to the end of the project. Please ensure that all replaced devices are organised and ready for collection as these are to be handed back to 2IT by Friday 19 September. These devices are not compliant and need to be rebated to HP. Each old device has monetary value, and it is key that schools maximise this opportunity. These old devices are no longer compliant and **should not** be retained by school and used for other purposes.

## Staff Leavers - Email Addresses and iAM Compliant

Don't forget to let your IT technician know of your staff leavers so that they can disable the relevant email accounts. 2IT will also need to remove the staff leavers manually from iAM, due to single sign on status.

## Subscriptions - Language Angels and Jigsaw Renewals

Please keep an eye out for an email from Trust Services shortly regarding renewals for those schools who are currently subscribed to Language Angels and Jigsaw. With Jigsaw we have been discussing longer subscription periods to access increased discount.

Please ensure all staff who may receive emails from these companies directly know to check LSP emails first before renewing on any other terms.

The renewal dates are very soon and therefore a response is required asap to ensure your subscription is kept live. Please do let us know your response as soon as you can and no later than the deadline listed in the email.

A reminder from the Education Team that it is recommended schools purchase Jigsaw annually as the scheme is updated regularly.

## Bromcom Login Reminder

Please remind all staff that have received an email from Bromcom with a link to their e-front portal, to follow the link and log in. Schools can then advise which training modules each job role should undertake. For full details please see the email sent to school key users sent by Tracey Joyce on Wednesday 9 July.

The key users in each school will now receive, on Monday mornings, a weekly report from Bromcom detailing the training completion so far for their staff.



## Governance Welcome Back

Dear Chairs, Clerks and Governors,

As we begin a new academic year, I'd like to extend a warm welcome back and thank you for your continued commitment to strong and effective governance across our trust. The start of the school year is always a time of renewed energy and focus, and it's an important opportunity for us all to reflect on priorities, build on what's working well, and look ahead to the challenges and opportunities to come.

This term, I'm focusing on making clerking more efficient and consistent, with organised agendas, high-quality training, and clearer communication. I'll also be more visible across the Trust and in schools, so I can offer better support, build stronger links and act as a clear point of contact for governance. Lastly, I want to improve the connection between Local Governing Bodies and Trustees, making sure communication flows well and ensuring greater alignment in our shared governance work.

Thank you once again for the work you do. I look forward to working closely with you over the coming term.

Warm regards,

[Sarah Cran](#)

*Lead on Governance*



## Reminder: LSP Governance SharePoint

Please find below the link to the LSP Governance SharePoint site which all Clerks and Chairs should have access to.

If you do not have access to this site, and believe you should, please email [enquiries@lsp.org.uk](mailto:enquiries@lsp.org.uk) so we can resolve this for you.

You will find many helpful documents on this site, including the Term 1 Agenda Template.

[View LSP Governance SharePoint](#)



## 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 2025-26 can be found on the [LSP website](https://www.lighthouselearning.co.uk).

DATE	EVENT	AUDIENCE
Monday 8 September 3.30-4.15pm	<b>Primary Attendance Network</b> Online via Teams	Primary Attendance Leads
Wednesday 10 September 3.30-4.15pm	<b>Secondary Attendance Network</b> Online via Teams	Secondary Attendance Leads
Wednesday 10 September 3.30-5.00pm	<b>Secondary Networks for Maths and MFL</b> Both Online via Teams (link to be sent from Natalie Wilcox)	Secondary Maths and MFL Leads
Thursday 11 September 3.30-5.00pm	<b>Secondary English Network</b> Online via Teams (link to be sent from Natalie Wilcox)	Secondary English Leads
Monday 15 September 3.00-4.45pm	<b>Primary Assessment Network</b> Online via Teams	All Assessment Leads
Wednesday 17 September 3.30-4.00pm	<b>Secondary Raising Standards Network</b> Both Online via Teams (link to be sent from Natalie Wilcox)	Secondary T&L Leads
Monday 22 September 3.30-4.45pm	<b>Trust-wide SEND Network @ St Peter's Portishead</b>	SENDCOs
Monday 22 September 3.30-4.45pm	<b>Trust-wide Designated Safeguarding Lead Network</b> Online via Teams	Designated Safe- guarding Leads
Monday 29 September 3.30-4.45pm	<b>Primary English Network</b> Online via Teams	Primary English Leads

## DfE Writing Framework webinar

In July, [new guidance](#) was published on teaching writing from Reception to the end of KS2. On Tuesday 30 September, the Department for Education are running a [webinar](#) for leaders to support schools to plan their next steps on writing - [sign up now to secure your place](#).

Unlocking Excellence English Hub will run further webinars for English leads and teachers in due course.

Get ready for the National Year of Reading 2026 by [registering your support online](#). Schools will receive further updates shortly.

## Unlocking Letters and Sounds - full training for new LSP staff

We are continuing to offer fully-funded, in person Unlocking Letters and Sounds (ULS) training for all LSP staff (held in the English Hub Building, St Peter's School). It is essential that ALL new staff complete this training. The available dates are:

- Friday 12 September 2025
- Friday 16 January 2026
- Wednesday 3 June 2026

Places are limited so please [click here to book](#) as soon as possible.

## LSP Primary Writing Curriculum and Units

As you know we are continuing to develop our writing curriculum and units. Our Writing Handbook and Progression is being finalised and we hope to share this with English Leads at our first network. We are also working with teachers from across the Trust to write more writing units so there is one available for each year group for each term. We have also worked to standardise the units and make stronger links to our LSP pedagogy. We hope this supports teachers to use the units. [Click here](#) to view the overall plan showing what text and genre outcome.

This term, we are delighted to share three newly planned writing units (for EYFS, Year 4 and Year 6) and updates for existing writing units for Autumn Term 1. Updated units contain extra detail, resources and clarification to support teachers further in their delivery. Planning will be available on the LSP Primary Curriculum SharePoint in the updated folder: [Writing Units September 25](#).

The briefings for new units for EYFS, Year 4 and Year 6 will take place on Tuesday 9th September 3.45-4.15pm. To attend, staff will need to register before the event. [Click here to register your place](#).

Existing unit briefings are recorded and available on the SharePoint.

## Unlocking Excellence: English Hub Conference



**Unlocking  
Excellence**  
English Hub at St Peter's School



### Teachers as Readers: Laying the Foundations for Reading for Pleasure

**Date: 16<sup>th</sup> October 2025 8:30am- 3:30pm**

**Venue: Leigh Court BS8 3RA**

Join us for an inspiring day dedicated to fostering a love of reading in our pupils. We will be working with leading experts to discover how knowledge of high-quality children's literature and of young people as readers lays the groundwork for reading for pleasure to flourish.



**Engaging Workshops** from Joseph Coelho and Nick Cannon

**Expert Speakers** including Professor Teresa Cremin

**Networking Opportunities** with the English Hub and schools from the South West



**Funded places (1 per school) with £50 non attendance charge.**



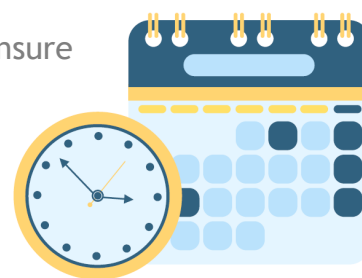
**Unlocking  
Excellence**

Funded by  
  
Department  
for Education

**[BOOK HERE](#)**

# 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
15-26 September 2025	Headteacher Performance Development (Appraisals) to be completed within this timeframe.	Heads & Chairs
Thursday 18 September 2025 8.30-2.30pm	Primary Heads Meeting. Venue TBC (Probably St Peter's in Portishead)	Primary Heads
Friday 19 September 2025 Midday	Deadline for 2024-25 Audit Work booked to be completed.	SBMs & FBPs
Friday 19 September 2025	Deadline for Gifts & Hospitality and Business Interests Declarations to be returned to the LSP Central Team via <a href="mailto:lgbreturns@lsp.org.uk">lgbreturns@lsp.org.uk</a>	Heads, SBMs & Clerks
Friday 26 September 2025	Deadline for all staff to complete Annual Safeguarding Declaration (and Child Care Declaration for Primary staff) on ESS	All
Friday 3 October 2025	Final deadline for all Governors and Trustees to complete <a href="#">Online Annual Safeguarding Declaration.</a>	Clerks & Chairs
Friday 24 October 2025	Deadline for Teacher and Leadership Performance Development (Appraisals) to be completed.	Heads & SBMs
Friday 31 October 2025	Deadline for Support Staff Appraisals to be completed.	Heads & SBMs

## KEY LINKS

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 2025/26

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



## 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](mailto:newsletter@lsp.org.uk)