

News Bulletin



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Issue 13: 10 December 2025



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Introduction

Dear Colleagues,

Sometimes the delightful and the difficult come at once and I'm approaching Christmas with that thought at the front of my mind this year.

The delightful is easy to describe; I'm looking forward to Wroughton Carol Service next Monday and I've had glowing reports from the various concerts and services that are crammed into these last weeks of term. It was also really great to see our brilliant Operations Team (the massed bands of the Central Team and our School Business and Office Managers) at their face-to-face briefing at Nailsea and Backwell Rugby Club yesterday.

We are also seeing a fair bit of the difficult in the mix right now too. Yesterday alone I heard the impact of declining rolls and flat funding - finding efficiencies has never been harder. I wrote to colleagues in several schools about the proposals on reducing their Planned Admission Numbers (PANs) and then I was at one of our secondary schools to hear about the agonies of tough love. It is never easy striking the balance between firm boundaries and inclusive practice but I left convinced that the Headteacher had it right, despite the pain this causes.

This all feels very real world and a touch un-Christmassy. Yet the Christmas story isn't really the 'Disney classic' that we are fed these days: have a look at T S Eliot's [The Journey of the Magi](#) if you want a swig of the antidote!

Developing resilience comes from recognising the commitment and effort taken and the growth of your inner strength as opposed to the outcomes achieved. Across our Trust at this time I am seeing huge commitment and real grit from our leaders. The difficult parts of our jobs are the space where we make the impact and show the character of both ourselves and our Trust. I present my termly CEO Report to our Trustees this evening and it is full of challenging updates. I will be saying to them that I'm not daunted by that and I see it as evidence that our Trust is willing to embrace the difficult to ensure we are having a positive impact.

I hope that this reframing will help you with whatever these last weeks of term bring.

Keep going, we are nearly there!

As ever,

Gary Lewis, Chief Executive

Admission Arrangements 2027-28

LSP Arrangements

Trustees are being asked to approve the draft admission arrangements for 2027-28 in their meeting later today (Wednesday 10 December).

These will open for public consultation on Friday 12 December. Full details will be uploaded to the [LSP website](#) on Friday.

Schools who have specific changes to their admission arrangements have already been updated, and will be provided with a letter later this week to share with their parents to inform them of the opening of the consultation period.

Consultations for other schools

A reminder that we have a summary of other admission consultations taking place across North Somerset, Bristol and BANES should you wish to review or respond. [Click here](#) to view the latest list.

The Beacon Update: January Publication

Due to unforeseen circumstances both editions (staff and parents) of our newsletter The Beacon will now be released in January 2026.

Thank you to all those who have already submitted stories to be included.

However we will still circulate, directly to all staff, a video message from Gary Lewis before the end of this term.

Members wanted: Pupil Progress Meetings Review Group

We are looking for four to six Senior Leaders or Assessment Leads to join a working party reviewing how the primary phase use Pupil Progress Meetings (PPMs).

If you would like to be a part of this group, please email [Chris Chamberlain, Senior Primary Advisor](#) by Tuesday 6 January.

Please share with your SLT, as they may also be interested.

Policy Publication: Pay Policy

At their recent Staffing and Pay Committee, Trustees approved the [updated Pay Policy](#).

A copy of this can be found in the LSP Policies section of [Foldr](#), and on ESS (so it is accessible to all staff).

There is no further action for schools on this policy—please ensure you are referring to the latest version of this policy.

Reminder: Policy Consultation—Health and Safety Policy

A reminder that the consultation on the Health and Safety Policy closes on **Friday 12 December**.

We would welcome your feedback on the updated policy:

[Part 1 - Statement of intent \(Trust produced document\)](#)

[Part 2 - Organisation \(Trust produced document to be personalised at school level\)](#)

[Part 3 - Arrangements \(Trust produced document to be personalised at school level\)](#)

Word versions of the above can be found [on Foldr](#): *LSP Policies\Consultation - Health and Safety Policy Nov 25*

Please email your comments and feedback to enquires@lsp.org.uk. Please feel free to suggest changes to any of the draft documents, using tracked changes, and send them to the same address.

The existing Health and Safety Policy remains in place until the new policy is agreed by Trustees.

Website Compliance Checklist

As you are aware the Department for Education has [a list of documents and information](#) that must be displayed and uploaded on school websites.

It is important to check to ensure your website is displaying the correct, up to date information (including contact details, policies etc.).

You can download a helpful checklist (from The Key for School Leaders) [here](#).

LGBs are responsible for holding schools to account regarding website compliance and need assurances that the website does meeting DfE standards.

New Ofsted Report Cards: Video for Parents

Ofsted have released a short video explaining their new 'Report Card' format for parents/carers.

[Click here to view this video.](#)

You may wish to share this with your parent community at an appropriate time.

HR UPDATES

Pay Progression - Teaching and Leadership Letters

Pay progression letters are now available from the HR Secure Area of Teams. School Business Managers and Office Manager's will have directly received an email to confirm that letters for their school(s) are available to download.

Schools will need to check the letters prior to issuing them to employees ahead of the December pay day on Friday 19 December.

If there are any queries regarding the letters, please contact the [Central HR Team](#).

Reminder: Trust Closure Days

A reminder, as outlined on the Annual Planner, that the Trust Closure Days for 2025-26 are:

- Monday 29 December 2025
- Tuesday 30 December 2025
- Wednesday 31 December 2025

You should also note that Thursday 25, Friday 26 December and Thursday 1 January are all Bank Holidays.



Waste Collection Suspensions During Holidays - Hills Contract

With the Christmas holiday period fast approaching, please see the below from a previous bulletin as a reminder that your waste collection services can be suspended if needed. They usually request three week's notice but it would be worth contacting them if you did want to suspend services over the Christmas break.

If schools, using Hills for their waste contract, wish to suspend any of their waste collection services during any of the school holiday periods, Hills require 3 week's notice for any suspension. The suspension form was included in the 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 plan 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 could reduce your costs if you don't need the collections during a certain holiday period.

Reminder: Software Subscription Discount Negotiations Questionnaire

Further to a previous [bulletin](#), many thanks to those of you who have already submitted your software subscription questionnaire.

If you have received a request to complete the questionnaire and have not yet done so, please would you submit your response **by the end of this term** (it should take less than 5 minutes to complete).

Your help in providing information to support discount negotiations will be greatly appreciated.



Letters following LGB changes

Thank you to all those who completed the [LGB 'Movers and Shakers Form'](#) by Friday 28 November.

Trustees will be approving appointments, and noting departures, submitted by the deadline at their meeting on Wednesday evening.

Following this meeting we will share letters with Clerks, for your new LGB members, to be circulated as required.

Glossary of Education Acronyms

Many of our local governing bodies (LGBs) have new governors joining over the next few weeks. Sarah Cran, Lead on Governance has created a list of acronyms which may help navigate the complexity of education!

[Click here](#) to view the document which is saved on the [LSP Governance SharePoint](#).

Template for Headteacher's Report to LGB

The template for Headteacher's Report to Governors has been updated in line with the new Ofsted framework.

A copy of this was emailed to all Chairs and Heads earlier this week.

Please familiarise yourself with the changes and use this new template from Term 3 onwards.

LGB Updates: meeting dates and responsibilities/membership

As we come towards the end of term please can Clerks ensure they have updated the [LGB Info spreadsheet](#) to reflect any changes to meeting dates or governors (including roles and responsibilities) that have happened over the last term.

Reminder: upcoming LSP Chairs' Forum

The next Chairs' Forum for 2025 / 2026 will take place on:

- Wednesday 14 January 2026 @ 7.00pm Online
- Thursday 15 January @ 10.30am Online

You can attend either session but you don't need to come to both as the content will be repeated.

The Chairs' Forum aims to provide an invaluable opportunity for Chairs and Vice Chairs to collaborate, share insights, and strengthen their capacity to lead their governing boards effectively.

If you have anything you would like to be discussed at this Forum please email [Sarah Cran, Lead on Governance](mailto:sarah.cran@leadon.gov.uk).



Upcoming Lighthouse Learning Sessions and CPD Networks

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

The full programme of Lighthouse Learning CPD on offer for 2025-26 can be found on the [LSP website](#).

DATE	EVENT	AUDIENCE
Monday 5 January 3.30-4.45pm	Primary Assessment Network Online via Teams	Primary Assessment Leads
Monday 12 January 3.30-4.45pm	Primary English Network Online via Teams	Primary Attendance Leads
Wednesday 14 January 3.30-5.00pm	Secondary Maths, MFL & Curriculum networks Online via Teams (Natalie Wilcox to circulate)	Secondary Maths, MFL, T&L Leads
Thursday 15 January 3.30-5.00pm	Secondary English Networks Online via Teams (Natalie Wilcox to circulate)	Secondary English Leads
Monday 19 January 1.00-4.00pm	Trust-wide SEND network Online via Teams	SENDCos (all phases)
Wednesday 21 January 3.30-4.00pm	Secondary Raising Standards Network Online via Teams	Secondary Progress Leads
Wednesday 21 & 28 January 3.45-5.00pm	Primary Geography Curriculum Training for tranche 3 schools <i>Sign up link to follow</i>	Tranche 3 primary staff
Reminders of the dates for late January/February will follow in due course		

Upcoming CPD for Governors

Please see below upcoming CPD sessions available for Governors. Clerks, please share this with all Governors in your LGB.

DATE / TIME	EVENT	LINK
<p>Wednesday 14 January 7.00-8.00pm</p> <p>Or</p> <p>Thursday 15 January 10.30-11.30am</p>	<p>Chairs' Forum</p> <p>An opportunity to discuss the latest governance themes and developments and share best practice.</p>	<p>MS Teams invitations will be circulated in due course.</p>
<p>Monday 19 January from 5.30pm</p>	<p>IDSR Webinar</p> <p>Online webinar for LSP Primary School Leadership Teams and Local Governing Bodies.</p> <p>This session, run by Chris Chamberlain - Senior Primary Advisor, will look at the School inspection data summary report (IDSR) and how to understand and use the data to challenge and improve your school.</p>	<p>Click here to sign up for the webinar</p>

A reminder that the full Lighthouse Learning CPD for Governance Programme can be found [on our website](#).



Team Teach Training Sessions

We continue to work with Elementa to deliver accredited Team Teach Training over the coming months. All training will be in the English Hub Building, St Peter's Primary School from 8.30 - 3.30pm (participants must attend for the whole session). Lunch will be provided and participants will need to stay on school site for the whole day.

The cost for each course is as follows and will be recharged to schools:

- Level 1: £117
- Level 2: £230

We have planned the following sessions for staff to complete their refresher training (previous training must have been completed and expire close to these dates):

- Level 2 Refresher: Thursday 12 February, Monday 1 June and Tuesday 29 September
- Level 1 Refresher: Thursday 26 March

We have also booked these sessions for staff who need new training/previous training has expired:

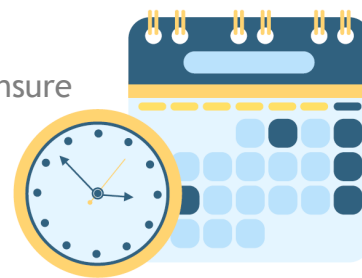
- New Level 1 Course: Tuesday 15 September
- New Level 2 - Tuesday 13 and Thursday 22 October (both dates need to be attended).

Please use [this online form to book places](#) on any of the above courses.

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



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 12 December	Deadline for consultation on Health and Safety Policy	All
5-15 January 2026	Spring 1 Assessment Window including PSC for Year 1, NFER for Years 2 - 5, 2023 R&M KS2 SATS for Yr6. Data to be uploaded to Insight by 31 January 2026.	Primary Heads
Friday 16 January 2026	LSP Primary Moderation INSET Day. Please ensure you have checked your staff list by Tuesday 9 December .	Primary Heads
Thursday 22 January 8.30am-12.30pm	LSP Headteachers' Meeting @ Nailsea Baptist Church	Headteachers

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