



In this week's edition....

ANNOUNCEMENTS, INFO & UPDATES	AUDIENCE	TASK
Introduction	All	Info
Policy Update: Pay Policy	All	Info
Policy Publication: Pensions Discretions Policy	All	Info
Assessment calendar 2026/27 working party	All	Info
Opportunity to purchase NFER papers	Primary Heads	Info
Pupil and Parent Surveys 2025/26	Heads	Info
Specsavers Corporate DES/VDU User Vouchers	All	Info
FINANCE UPDATES	AUDIENCE	TASK
Pupil Premium Data via GIAP	Heads & SBM/OMs	Action
HR UPDATES	AUDIENCE	TASK
Important Tax Year End Information from Neo People	Heads, SBM/OMs & HR Leads	Info
Support Staff Pay - Removal of SCP2	Heads, SBM/OMs & HR Leads	Info
Modern Slavery Statement to be provided to new starters	Heads, SBM/OMs & HR Leads	Info
TRUST SERVICES & ESTATES	AUDIENCE	TASK
DfE Guidance on Supporting Children and Young People with Medical Conditions and Allergies	Heads & SBM/OMs	Info
Waste Collection Suspensions During Holidays - Hills Contract	SBM/OMs	Info
Police CyberAlarm emails	SBM/OMs	Info
Bromcom: System Down	SBM/OMs	Info
Bromcom: Summer Census	SBM/OMs	Info
Lithium-Ion Extinguishers	Heads & SBM/OMs	Info
NHH Meter charges	Heads & SBM/OMs	Info
CPD UPDATES & OPPORTUNITIES	AUDIENCE	TASK
Upcoming Lighthouse Learning Sessions and CPD Networks	All	Info
Upcoming CPD for Governors	Clerks, Chairs, Governors	Info
KEY LINKS, DATES & DEADLINES		

Introduction

Dear Colleagues,

I try not to mention funding and finances every week in the bulletin as I realise that so many of you are dealing with the challenges that flat funding causes it won't raise morale to hear it all again...but that issue, how much we should talk about money, is actually the key message that I want to address this week.

It is something of a no win situation; If we say too much, we worry staff and if we avoid the topic and detail, our decisions can seem irrational. The conclusion that I have come to is that it is really important when we are leading reductions or cuts that we fully explain the context that we are working in. We also need to tell the story of our Trust's overall financial strength. Our organisational discipline means that we can often make changes over a longer period to mitigate harm and our strong financial control means that typically we can make smaller adjustments to keep finances tight rather than face the huge swings that some parts of our sector face.

A few weeks ago, in the bulletin, we shared a letter telling that story ([Foldr: LSP Communications\LSP News Bulletin\2025-26\Template Communications - financial situations](#)). If you are facing change management in your school, please share it with colleagues and take some staff meeting or briefing time to put the human face on it. Let me know if you want any input from me or Louise Malik as we are always very willing to support you with these messages.

Best wishes,

Gary Lewis, Chief Executive



Policy Update: Pay Policy

As mentioned in [last week's bulletin](#) as part of the 2025/26 National Joint Council (NJC) pay agreement, SCP2 (pay point 2) will be permanently removed from the national pay spine for school support staff effective 1 April 2026.

Our Pay Policy has been updated to reflect this change and has been republished.

This updated policy can be found [on Folders](#): *LSP Policies\HR Policies* and via the Staff Policies link on ESS.

No further action is required for schools, except to ensure you are referring to the correct version of this policy.

Policy Publication: Pensions Discretions Policy

At the Staffing and Pay Committee last week, Trustees reviewed and agreed the LSP Pensions Discretions Policy.

This has now been published and uploaded [on Folders](#): *LSP Policies\HR Policies* and the Staff Policies section on ESS.

No further action is required for schools, except to ensure you are referring to the correct version of this policy.



Assessment calendar 2026/27 working party

After the successful work of the Pupil Progress meeting (PPM) working party, we are looking for school leaders to join a small group of colleagues to agree the primary assessment calendar for 2026/27.

This will involve a short series of 45-60 minute meetings, no more than one meeting a week.

If you are interested in being part of this group, please email Chris Chamberlain Chris.chamberlain@lsp.org by 4.00pm on **Monday 16 March**.

Opportunity to purchase NFER papers

Futura Learning Trust have transitioned to PiXL this year, which means they now have a number of NFER assessment papers they no longer require.

If you are interested in purchasing some of their unused stock please contact KJones@yeomoorprimaryschool.org.uk to find out more.

Pupil and Parent Surveys 2025/26

We emailed headteachers on Friday 6 March with the following information relating to Parent, Pupil and Staff Surveys for 2025/26:

As you will be aware, we will be moving our survey administration to a new software system called Smart Surveys for 2025/26 surveys onwards. We are excited about the improvements this change will bring and are working hard to ensure a smooth transition for all our schools.

The process for sharing surveys will remain largely the same. Headteachers will receive web-links for your Parent and Pupil Surveys during the last week of Term 4 (w/c 30 March 2026). These should then be shared with pupils (in teacher-led sessions with Year 5 and as a home learning assignment for Year 10) and parents from **Monday 20 April** and there will be a 3-week window for responses to be submitted (surveys will close Friday 8 May). Following this, the results dashboards will then be shared to you at the start of Term 6.

Please note, Staff Surveys will take place during Term 2 moving forward.

In the meantime, if you have any immediate questions, please do not hesitate to [get in touch with Leah Evans](#).

Specsavers Corporate DES/VDU User Vouchers

School leaders, please share the information below with school staff:

Are you a Display Screen Equipment (DSE) user?

Did you know Lighthouse Schools Partnership operates a scheme for employees to receive a free VDU (Visual Display Unit) Eyecare Voucher from Specsavers?

What's included? A comprehensive eye test to assess vision and eye health.

If glasses are required solely for DSE/VDU use, the voucher provides one complete pair of glasses from the £50 range, fitted with standard single vision lenses plus a scratch-resistant treatment.

It does not give a contribution to glasses needed for additional tasks such as reading or driving - however you can still benefit by using the [LSP Reward Gateway](#) to benefit from 7% discount on standard lenses and frames.

Additionally, the £50 contribution can be used towards an upgrade to other higher priced frame ranges, when required solely for VDU DSE use and the employee can pay the difference.

Furthermore, our free Premium Club corporate eyecare voucher offers a further £20 contribution when glasses are selected from the £100 range or above, giving you a combined contribution of £70 and the employee pays the difference.

Should any difference in value be incurred a further 7% discount can be obtained as above on the LSP Reward Gateway by purchasing Instant Vouchers and presenting them at checkout. Please check the terms and conditions at point of purchase.

How to get a Specsavers Eyecare Voucher:

Eyecare Vouchers can be requested from your School Business Manager/Office Manager (for schools) or Finance Team (for the Central Team).



Pupil Premium Data via GIAP

We would recommend that all schools download the DfE list of pupils eligible for Pupil Premium once a year. The best time to do this is as part of budget planning, when the October census data should have been finalised. It is important to check that the latest download available is based on the October 2025 census data. The download will need to be done at school level, including for those schools in the Centralised Services SLA.

The list will give schools the detailed breakdown of Pupil Premium funding by type, year group, etc., which will enable schools to check against the pupils listed as being eligible for Pupil Premium in Bromcom. This check will also ensure that any errors can be rectified promptly to ensure the school receives Pupil Premium funding for all eligible pupils as expected.

Steps to Download Pupil Premium File:

1. **Access GIAP:** Log in to DfE Sign In and select "Get information about pupils".
2. **Locate Data:** Navigate to the **Data downloads** link at the top of the page.
3. **Download File:** Locate the latest Pupil Premium file and download it to your computer.
4. **Notes:**
 - Files are organised by financial year.
 - The file includes data on disadvantaged (FSM ever 6), PLAC and service pupils.
 - Looked-after children (LAC) will show a PupilPremiumCashAmount of zero, as funding goes to the local authority

The following link provides information on how to review the DfE list against student information in Bromcom from the *Student List Page* and how to upload the DfE file to Bromcom if you wish.

[How to manage Pupil Premium Students - Bromcom - Documentation Centre](#)

Additional advice from Trust Services, following the recent migration from SIMS to Bromcom, is that the check box for Pupil Premium is unlikely to have been transferred as part of the migration. It is therefore worth looking at the Funding and Allowances tab of each individual pupil record to ensure that the checkbox is ticked for each eligible pupil.

Sue Warneford-Thomson, School Finance Support Manager

Important Tax Year End Information from Neo People

As we approach the tax year end it is really important that we ensure that the March payroll is completed as accurately as possible.

If we have to make adjustments in April for any March payroll inaccuracies this can be extremely difficult and costly.

Important areas to consider are:

Leavers - if you have any employees who leave in March and you do not process within the March payrun these may require an Early Years Update (EYU) with the Revenue. If this is required, we will have to charge you £475 per occurrence due to the amount of work required.

Pension opt outs - employees who opt out of the pension schemes and require March or earlier repayment of pension contributions in the new tax year also require additional work to complete and you may end up with a charge if those opt outs have been delayed by your administration team(s).

As ever with any of these issues please inform us as soon as possible (even if this is beyond your deadline). I cannot promise that these will be processed after that deadline but if you delay sending them then we cannot process them in the current tax year to avoid charges.

P60s - these will be uploaded to the Employee Self-Service (ESS) portals by the deadline of Sunday 31 May. However, we generally process these once all our April payruns are completed (usually first week of May). I will confirm when these have been processed and a single file of all your P60s will be uploaded to the DocEx area.

Changes to SSP/SMP/SPP rates and Statutory Payments

The change in the SSP rate to £123.25 and the changes to SMP/SPP rates to £194.32 will be actioned automatically in the system. However, we will not be issuing new maternity schedules based on these rate change.

The move to day one payable SSP is already in hand in the payroll system and will be actioned automatically in the new tax year.

Please find contact details for **Neo People** below, should you require any advice or further information:

Email: admin@neopeople.net

Office: 0161 470 0921

Support Staff Pay - Removal of SCP2

As mentioned in [last week's bulletin](#) as part of the 2025/26 National Joint Council (NJC) pay agreement, SCP2 (pay point 2) will be permanently removed from the national pay spine for school support staff effective 1 April 2026.

The Central Finance Team will remove SCP2 in the IMP Master Scenario on Thursday 2 April. These changes will not impact your budgets as we made temporary amendments to IMP in November to reflect the NJC agreement. However, the team need to adjust the pay ranges to reflect the revised Pay Policy and ensure that all staff currently paid at SCP2 are on SCP3 wef Wednesday 1 April 2026. We will remind you on the day that we are working on IMP so that you do not run financial reports that may be impacted while this work is in progress.

Modern Slavery Statement to be provided to new starters

A reminder that your induction processes should include providing new staff with the [LSP Modern Slavery Statement](#).



DfE Guidance on Supporting Children and Young People with Medical Conditions and Allergies

Last week the [DfE published information](#) regarding an open consultation on proposed updates to the statutory guidance on supporting pupils with medical conditions at school. The consultation seeks views on proposals to strengthen the way children and young people with medical conditions and allergy are supported and kept safe, by:

- requiring every setting to have a published medical conditions policy
- strengthening Individual Healthcare Plans (IHPs)
- strengthening recording, reporting and learning from serious incidents and 'near misses'
- introducing a new requirement for a separate, published allergy safety policy, including training and the use of adrenaline devices

The consultation closes on Friday 1 May 2026, after which we will update schools and support with next steps.

Waste Collection Suspensions During Holidays - Hills Contract

With the Easter holiday period fast approaching, a reminder that you can, as usual, suspend all or some of your services if you don't want your waste collected for the whole holiday period. Hills require 3 weeks' notice and you can find a copy of the suspension form 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. For any school who usually has collections on a Friday or a Monday, please bear in mind cancelling these for Good Friday and Easter Monday. Especially if you have early collections, as last year we had a couple of neighbours contact schools after being woken by the vehicles on the bank holidays.

Police CyberAlarm emails

We're aware that some schools have received (or may shortly receive) further emails relating to Police CyberAlarm (PCA). As a reminder, whilst all schools were registered for PCA, the software application was not installed, and no school data is held by PCA. Therefore, emails relating to this can be disregarded.

Bromcom: System Down Issues

We have been liaising with Bromcom regarding the disruption to service that has been experienced intermittently since **Wednesday 4 March**. We have not experienced this issue at any point previously. Please see the [communications from Bromcom in Foldr](#) regarding the issue that has been affecting schools nationally:

Trustwide / School Business Managers / Performance and Stability of Bromcom Statement

We will continue to monitor and update schools with any relevant information.

Bromcom: Summer Census


For those schools who have yet to undertake a census return within Bromcom, we would strongly advise planning some time for training in the lead up to the preparations for the May return. The process is a little different within Bromcom but there is a lot of support available. There will be a full guide available to work through, which will be available within the Census section of the Bromcom support shortly. The link to the relevant section of the documentation centre is below.

[Census Module - Bromcom - Documentation Centre](#)


The below courses are available within the training platform for staff to assign to themselves.

Name




5.0 Summer School Census : How to Generate a Census (Secondary Schools) 
Beyond Go-Live,Primary,Secondary




5.0 Summer School Census: Pre-Census Checks (Secondary Schools) 
Beyond Go-Live,Primary,Secondary



5.0 Summer School Census : How to Generate a Census (Primary Schools) 
Beyond Go-Live,Primary,Secondary



5.0 Summer School Census: Pre-Census Checks (Primary Schools) 
Beyond Go-Live,Primary,Secondary

Additionally, within Foldr (*School Business Managers / Bromcom / Guides*), we have placed a file called Census Common Errors which has some resolutions regarding some error patterns seen within other schools when they were preparing in Bromcom for the Spring census. It would be advisable to check this as there appeared to be a couple of places where the SIMS and Bromcom information was held slightly differently.

Lithium-Ion Extinguishers

We have been advised that on some of the reports for fire extinguishers, lithium-ion extinguishers are being advised. If you get a quote for this, please don't approve and speak to your Hub Estates Lead.

NHH Meter Charges

Recently, there have been Non-Half-Hourly meter charges passed onto schools. We initially took out the contract for Stark to provide data collection, data aggregation and meter operator charges back in May 2023. This was initially communicated in the Bulletin in 2023 (we appreciate this was several years ago now!) and was for both HH and NHH meters.

Following the queries, we've looked into this further and realise that Stark haven't invoiced for the NHH meters until now. This has meant that your charge is much higher than it would have been if invoiced annually. We're sorry that it wasn't spotted that these invoices weren't being generated and sent in until now.

We are following up with Stark due to the poor service and to challenge their process. However, we ask schools to look to budget the costs associated with this - these are charges that will be added to your electricity bill if not charged separately.

Any queries then please [contact Steph Franklin](#), Hub Estates & Sustainability Lead.



Upcoming Lighthouse Learning Sessions and CPD Networks

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

DATE	EVENT	AUDIENCE
Wednesday 11 March 3.30-4.30pm	Secondary Priority Pupils Network Online via Teams	Secondary Priority Pupil Leads
Wednesday 11 March (10.30am) Or Thursday 12 March (7.00pm)	LSP Chairs' Forum	Chairs
Monday 16 March 8.30-11.30am	Primary Geography Network @ English Hub, St Peter's Primary School	Primary Geography Leads
Monday 16 March 1.00-4.00pm	Primary SEND Network Online via Teams	Primary SENDCos
Wednesday 18 March 3.30-4.15pm	Secondary Attendance Network Online via Teams	Secondary Attendance Leads
Wednesday 18 March 3.30-5.00pm	Secondary Maths and MFL Networks Optional networks. Links circulated by N Wilcox	Secondary Maths and MFL Leads
Thursday 19 March 3.30-5.00pm	Secondary English Network Optional network. Link circulated by N Wilcox	Secondary English Leads
Monday 23 March 3.30-4.15pm	Primary Attendance Network Online via Teams	Primary Attendance Leads
Monday 23 March 3.30-4.45pm	Secondary SEND Network Online via Teams	Primary Attendance Leads
Wednesday 25 March 3.30-4.00pm	Secondary Raising Standards Network Online via Teams	Secondary Standards Leads

Bath and Wells Diocese Governance Training and Events

Please see the Governance Training and Forums information below, which should be shared with your schools LGB:

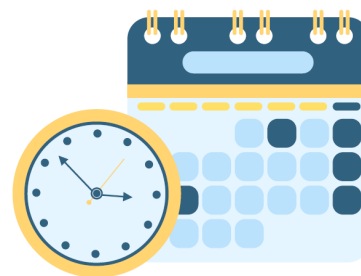
DATE	EVENT	BOOKING LINK
Wednesday 11 March or Thursday 12 March	School Leaders and Parish Partner Conference 2026	Further info and booking
Thursday 26 March	SIAMS for Schools	Further info and booking
Tuesday 28 April	New Chairs of Governors Training	Further info and booking
Tuesday 5 May	Church School Governance* for Renewing Foundation Governors	Further info and booking
Tuesday 12 May	Church School Governance* for new Members and Trustees	Further info and booking
Tuesday 19 May	Church School Governance* for new Foundation Governors	Further info and booking

*Church School Governance: Please note, this course is required if you are a new Foundation Governor/ Trustee or Member or if you are renewing your term as a Foundation Governor.



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).



DATE	INFORMATION	FAO
Thursday 12 March	Deadline to ensure that latest LGB minutes and any changes to your LGB have been submitted to Central Team.	Clerks
Monday 16 March 10.00-11.30am	Operational Team Meeting (with SBMs & OMs)	All SBMs & OMs
Friday 20 March	Deadline to submit applications for SCA project funding. These are to be emailed to Callum Fear in the Central Estates Team.	Heads & SBMs/ OMs
Friday 20 March By 10.00am	Deadline to return Support Staff Pay Progression Spreadsheets to HR Secure.	Headteachers
Monday 20 April	Support Staff Pay Progression letters available in HR Secure for collection.	Heads & SBMs/ OMs
Monday 27 April	Deadline to review and send out Support Staff Pay Progression letters ahead of April pay day.	Heads & SBMs/ OMs

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