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## Introduction

Dear Colleagues,

We have reached the moment in the year when my team is getting ready to work with our Trust Board to update and refocus our [Strategic Plan](#). One of the measures of success for a plan is determining if it prepared the organisation for its future. We are inevitably anticipating coming challenges, opportunities and problems. One area where we might fail that ‘future-proofing’ test is in our preparations for the growth of AI. The pace of change is phenomenal and each release of AI is exponentially faster and deeper than its predecessor. We have long passed the point where people are writing AI, it is now developing itself.

So far we have thought more about how we utilise AI than the impact it is having on our society and each of us. We really need to be thinking about how our schools allow children and young people to develop skills because of AI and, crucially, in spite of AI. In an age where technology allows us to rush towards a detailed, polished outcome, how do we really think and learn deeply ourselves and support those qualities in our children? So, that is one of the areas where I’ll be ‘fessing up to the board that we need some new direction. Thoughts welcome!

I came across these lines from the late Stephen Hawking last week:

*AI will be 'either the best or worst thing' for humanity. Every aspect of our lives will be transformed. In short, success in creating AI could be the biggest event in the history of our civilisation.*

That’s a challenge!

As ever,

*Gary Lewis, Chief Executive*



## Reminder: Primary Headteachers' Meeting

A reminder that the next LSP Primary Headteachers' Meeting is taking place tomorrow (Thursday 26 March) from 8.30am at St Peter's Primary School in Portishead.

Parking is available in the rear car park. This is accessible via the High Street next to Matthison's (BS20 6PT).

[Click here](#) to view the agenda.

## Reminder: Primary Moderation Sign Up

A reminder to ensure that relevant staff have been signed up to attend the Primary Moderation Session Taking place 18 - 22 May 2026. Every LSP primary school is expected to send at least one teacher from each year group and teachers of mixed year groups should attend a different session throughout the year (for example, for a Yr1/2 mixed group teacher: Year 1 in January 2026 and Year 2 to the moderation in May 2026).

Sign up is via this form [LSP Primary Moderation - May 2026](#) and the deadline is **10.00am on Monday 30 March 2026**.

The timetable of the sessions are as follows:

Year Group	Date	Time
EYFS	Monday 18 May AM	8.30 - 11.30am
Year 1	Monday 18 May PM	1.00 - 4.00pm
Year 2	Tuesday 19 May PM	1.00 - 4.00pm
Year 3	Wednesday 20 May AM	8.30 - 11.30am
Year 4	Wednesday 20 May PM	1.00 - 4.00pm
Year 5	Friday 22 May AM	8.30 - 11.30am
Year 6	Friday 22 May PM	1.00 - 4.00pm

## Preparing for School Booklet 2026

National Primary Offer Day is Thursday 16 April - which is during the Easter holidays.

We have updated the LSP Preparing for School booklet to share with parents/carers who have children joining Reception in September 2026. Please include this with any other welcome documents you send out over the next few weeks.

A PDF version can be downloaded [here](#).

There is also an electronic link if you want to send via a hyperlink in an email instead:

<https://www.lsp.org.uk/attachments/download.asp?file=835&type=pdf>

## North Somerset Information Following Recent Meningitis Reports

We understand that recent news reports about the meningitis outbreak in Kent may be concerning for parents and staff working with children and young people. North Somerset Council have shared the following information and guidance:

- There is no baseline increased risk outside of the specific outbreak in Kent at this time. **Currently there is no need for your setting to take any additional actions beyond routine good practice.**
- There is **no new or additional national guidance** issued following the Kent outbreak. The [existing national guidance](#) already provides the framework you need.
- Please remind parents, carers and staff of the importance of keeping **routine vaccinations up to date**, including the MenACWY vaccine where applicable. The full UK routine schedule is [available here](#).
- You can find out about the signs and symptoms of [meningitis here](#). If a suspected case of meningitis were ever identified in your setting, the North Somerset Health Protection Team would advise you directly on immediate steps, communication, and any required risk assessment.

## Juniper Website and New Communication App Feature

Should you receive any emails/website notifications regarding their Comms Hub App, please disregard them.

The Central Team has already clearly communicated with Juniper that LSP Schools will not be activating this feature at the moment.

If you receive an invoice for this additional service please email [the Central Team](#) as soon as possible.

## Offer of furniture from Yatton Schools

Yatton Schools have the following furniture that is looking for a new home, free to collect:

- Boardroom table (2m x 1m) and 7 chairs
- Two desks (both 1.5m x 1.2m)

Please contact [office@yattonschoools.co.uk](mailto:office@yattonschoools.co.uk) if you are interested. The items will be available on a first come first served basis.



## Absence Reporting in iTrent

There are a number of absence reports that School Business Managers and Office Managers can run from iTrent. Below outlines the name of the report and what each contains. Further information can be found in the Guides and Forms section of iTrent: Neo Quick Start Guide - Absence. Page 8 of this guide provides details on how to run absence reports, and page 9 provides the summary for each report.

### Absence Report Data Aspects and Headings

The following list provides the available reports and the data aspects they will present.

- **Absence Frequency** - Employee Name, Job title, Reference, Absence Type, Number of Absences, Days Lost, Hours Lost
- **Absence History (MAT, School or Dept)** - Employee Name, Job, Leaving Date, Reference No, Absence Group, Absence Type, Absence Reason, Overlap at Start, Absent From, Absent To, Overlap at End, Days Lost, Hours Lost
- **Absence History - People** - Employee Name, Job, Leaving Date, Reference No, Absence Group, Absence Type, Absence Reason, Overlap at Start, Absent From, Absent To, Overlap at End, Days Lost, Hours Lost
- **Absence Summary** - Employee Name, Job Title, Days Lost, No. of Absences, Single Days, Longest Period, Mon, Tue, Wed, Thu, Fri, Sat, Sun
- **Bradford Factor** - Employee Name, Leaving Date, Job Title, Reference, No of Absences, Days Lost, Bradford Factor
- **Bradford Factor Summary** - Employee Name, Leaving Date, Job Title, Reference, Absence Reason, Absent From, Absent To, Days Lost, Authorisation, Bradford Factor
- **Bradford Factor League Table** - Employee Name, Leaving Date, No of Absences, Days Lost, Bradford Factor
- **Friday Monday Absences** - Employee Name, Leaving Date, Job Title, Reference, Absence Group, Absence Type, Absence Reason, Day, Absent From, Day, Absent To, Fri-Mon
- **OSP Expiry Report** - Will show the entitlement threshold dates for any absence open on the reports effective date.

## Reviewing Fixed Term Contracts

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

## Redeployment Pool

Due to a number of organisational change processes taking place in our schools, the redeployment pool has been updated to include staff who are potentially at risk of redundancy.

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

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



## DPO Supportive Audit Actions Relating to Records Retention

A number of schools have outstanding DPO actions relating to retaining emails and other records in line with the Trust-wide Retention Schedule.

The Retention Schedule can be found in the *LSP Records Management Policy Appendix B* (which accompanies the *LSP Records Management Policy*). You can find both of these documents saved [in Foldr](#):

*LSP Policies / Operational Policies*

To support you in considering the related DPO actions, please note that the following [blue text](#) will be added to Appendix A of the *LSP Records Management Policy* when the policy is updated in the Autumn:

### Good Practice for Managing E-mail

2b. E-mail is not always a secure medium to send confidential information. [Emails containing personal data must be encrypted and store securely.](#)

### 5. Filing e-mail

How long to keep e-mails?

E-mail is primarily a communications tool. E-mail applications are not designed for keeping records or providing a storage area that meets records management storage standards. Emails are subject to different retention periods to other documents which if saved elsewhere may be saved for longer periods.

E-mail that needs to be kept must be identified by content; for example, does it form part of a pupil record? Is it part of a contract? The retention for keeping these e-mails will then correspond with the classes of records according to content in the retention schedule for schools found elsewhere in the Records Management Tool Kit for Schools.

These e-mails may need to be saved into any appropriate electronic filing system or printed out and placed on paper files.

[For all other emails, the following should be adhered to:](#)

- [Retained for 12 months then archived or deleted.](#)
- [Deleted emails: Permanently removed after 30 days.](#)

## Data Protection within Bromcom

If schools haven't already done so, please consider sharing communications with your school community regarding your migration to Bromcom. Regarding data protection, we would advise something similar to the below to be included in any communications. This same message should be circulated to your workforce.

*We want to reassure you that your child's personal data will continue to be stored securely and in full compliance with data protection regulations, just as it was with SIMS. While the system we use to manage student information has changed, the type of data we collect and how we use it remains the same - solely for the purpose of managing students' education and the operation of the school. Please remember that if you wish to see a copy of the school's privacy notice you always access a copy via [insert link here].*

## School Meals and Menus

All schools have received communications regarding the increase in school meal price to £2.85 from 20 April 2026. Secondary schools have also received information regarding increases to the Stateries tariffs. Please ensure your school community is aware of these changes.

The new Spring/Summer menus have been circulated to all schools directly by Aspens and will shortly be uploaded to Select for primary schools. Please make the menus available to all with a reminder that they start on **Term 5 Week 2** (from 20 April 2026).



## Clerking in an LSP School: A Reminder of the Basics

As Clerks, the work we do plays a vital role in ensuring that our schools run smoothly, efficiently, and in line with statutory expectations. The reminder document below has been designed to bring us back to the essentials; those core responsibilities and good practices that underpin effective clerking across LSP schools. By staying consistent in these basics, we help support strong governance, clear communication, and well-organised processes that benefit everyone involved.

Click here to access the [Clerking in an LSP School: A Reminder of the Basics](#).



## 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 25 March 3.30-4.00pm	<b>Secondary Raising Standards Network</b> Online via Teams	Secondary Standards Leads
<b>TERM 4 DATES</b>		
Monday 20 April 3.30-4.45pm	<b>Primary English Network</b> Online via Teams	Primary English Leads
Monday 20 April 3.30-4.45pm	<b>Primary Maths Network</b> Online via Teams	Primary Maths Leads
Monday 27 April 8.30-11.30am	<b>Primary DHT/AHT Network</b> English Hub Room @ St Peter's Primary, Portishead	Primary DHT/AHTs
Monday 27 April 1.00-4.00pm	<b>Early Years Network</b> English Hub Room @ St Peter's Primary, Portishead	Early Years Leads
Monday 27 April 3.30-4.45pm	<b>Primary Assessment Network</b> Online via Teams	Primary Assessment Leads
Reminders of the dates for late April/May will follow in due course		

## Dates for the diary: Teachers Webinars - Maximising the Impact of Learning Partners

As you are aware, part of the training and support package from Sally Franklin (MITA, UCL) and the LSP Inclusion Team includes an introductory webinar from Sally, designed for Teachers and a follow up webinar to support practical implementation.

The first session from Sally (17 June) gives an abridged version of the research behind the best practice and a start point for teachers to consider how they will most effectively deploy and work with any supporting adults in the classroom. **Please note, this is an essential part of the training package and all teachers and SLT must attend.**

The follow up session (24 June) delivers an overview of the content/language and practical strategies that the Learning Partners will be taking part in during their one day INSET in September 2026, so that practice can be aligned. It has proven beneficial for schools to attend both sessions.

**Teachers Webinar 1:** An Introduction to Maximising the Impact of Learning Partners (Sally Franklin) \*This session will NOT be recorded.

Wednesday 17 June  
3.30 - 5.00pm  
(Online)

**Teachers Webinar 2:** Practical Strategies for Maximising the impact of Learning Partners (Suzy Divine)\* This session will be recorded

Wednesday 24 June  
3.30 - 5.00pm  
(Online)

At the end of each session, I will be asking for feedback from the participants (please encourage all to complete using the QR codes etc) to inform future planning.

**Please can you ensure that these dates are in your CPD calendars. We will send reminders and links closer to the sessions.**

*Suzy Divine, Lead Teacher for SEND*

## 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
Thursday 26 March	SIAMS for Schools	<a href="#">Further info and booking</a>
Tuesday 28 April	New Chairs of Governors Training	<a href="#">Further info and booking</a>
Tuesday 5 May	Church School Governance* for Renewing Foundation Governors	<a href="#">Further info and booking</a>
Tuesday 12 May	Church School Governance* for new Members and Trustees	<a href="#">Further info and booking</a>
Tuesday 19 May	Church School Governance* for new Foundation Governors	<a href="#">Further info and booking</a>

\*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.

## Bristol Diocese Training and Events

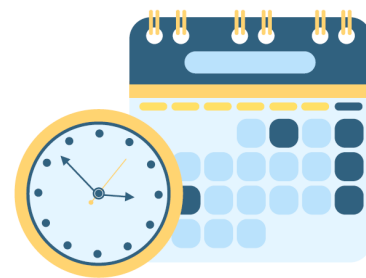
Please see the Training and Event information below, which should be shared with your schools LGB and staff:

DATE	EVENT	BOOKING LINK
Thursday 14 May	Governor Training (online)	<a href="#">Further info and booking</a>
Wednesday 20 May	A full day of flourishing! All you need to know about SIAMS	<a href="#">Further info and booking</a>
Thursday 21 May <u>or</u> Thursday 18 June	Network for Church School Headteachers & Parish Partners (online)	<a href="#">Further info and booking</a>
Friday 12 June	Spirituality and Collective Worship	<a href="#">Further info and booking</a>
Tuesday 7 July	New to RE Leaders	<a href="#">Further info and booking</a>

Full details of all [Diocese of Bristol Training and events can be found 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).



DATE	INFORMATION	FAO
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](mailto:newsletter@lsp.org.uk)