



UPDATED Special Edition: September 2026



Preparing for September 2026

INFORMATION AND UPDATES

Term and INSET Dates 2026-27

Annual Planner 2026-27

School Improvement Dates 2026-27

Dates of Headteacher Meetings 2026-27

Staff Updates

SDP and SEF Templates

Headteacher Reports to Governors

CPD Networks for 2026-27

Access to LSP Primary Curriculum SharePoint

Updated DfE/Government Guidance

Health and Safety Support Services

Employee Self Service Poster

TASKS AND ACTIONS

Staff message from Gary Lewis

Welcome letter for new parents/carers

Welcome Events for New Starters

Safeguarding: Checks and Training

Annual Declaration of Safeguarding and Training 2026-27

Childcare Disqualification Form (primary staff only)

Continued....

TASKS AND ACTIONS

Other Compulsory Staff Training—September 2026

Performance Development Process - Documents and Deadlines

Policies - Reminders and Actions

Register of Business and Pecuniary Interests

Gifts and Hospitality Declarations

And finally.....

We have created this special bulletin to give you all of the links and documents you need for the start of the next academic year (September 2026) in one place.

You may want to share this bulletin with other colleagues for example your School Business Manager, Office Manager, HR Administrators, Safeguarding Lead etc.

We hope you find it useful.





Term and INSET Dates 2026-27

2026-27 Term Dates

Term 1: Thursday 3 September - Friday 23 October 2026

Term 2: Monday 2 November - Friday 18 December 2026

Term 3: Monday 4 January - Friday 12 February 2027

Term 4: Monday 22 February - Thursday 25 March 2027

Term 5: Monday 12 April - Friday 28 May 2027

Term 6: Monday 7 June - Friday 23 July 2027

Primary INSETs

- Thursday 3 September 2026
- Friday 4 September 2026
- Friday 20 November 2026
- Friday 15 January 2027
- Monday 22 February 2027 (Trust Training Day)
+ one school choice

Secondary INSETs

- Thursday 3 September 2026
- Friday 4 September 2026
- Friday 20 November 2026
- Monday 22 February 2027 (Trust Training Day)
+ two school choice

Primary Heads: A reminder that many Learning Partners are attending CPD at Backwell School on Friday 4 September so will not be in their usual school locations to undertake training/activities. Therefore any statutory training (safeguarding updates etc.) will need to be covered on Thursday 3 September.



Annual Planner 2026-27

The LSP Annual Planner for 2026-27 can be found here: [LSP Leaders Connect - Annual Planner 2026-27 - Upcoming Activities](#)

It has been relocated to this new SharePoint over the holidays (as part of the work being undertaken to retire Foldr).

This document outlines the key activities, returns and deadlines for all those within the LSP for the next academic year. It should be used to form agendas for Local Governing Bodies (LGBs) as well as tasks and activities for your school's Senior Leadership Team (SLT).

A 'how to use the annual planner' video [can be viewed here](#).

School Improvement Dates 2026-27

All Headteachers have been sent the schedule of school improvement visits for the school for 2026-27.

Please ensure these are held in your diaries, formal calendar invitations will follow in due course.

Dates of Headteacher Meetings 2026-27

A reminder of the schedule of Headteachers' Meetings for next academic year.

Headteachers' Meetings (All) 8.30am-12.30pm	Headteachers' Meetings (Primary Only) 8.30am-11.30am	Headteachers' Meetings (Secondary Only) 8.30am-12.30pm
- Thursday 8 October 2026 - Thursday 14 January 2027 - Thursday 8 July 2027	- Thursday 17 September 2026 - Thursday 5 November 2026 - Thursday 3 December 2026 - Thursday 4 February 2027 - Thursday 11 March 2027 - Thursday 6 May 2027 - Thursday 10 June 2027	- Thursday 12 November 2026 - Thursday 21 February 2027 - Thursday 22 April 2027 (Shorter, regular catch up meetings will be held fortnightly on a Thursday)



Staff Updates

Welcome to new headteacher colleagues

We have a number of changes to/new Headteachers from September 2026:

- Carl Hornsby—Headteacher at Horfield CofE Primary (Carl was previously Head at Whitchurch Primary)
- Holly Cefai—Headteacher at Whitchurch Primary
- Hannah Neilan—Headteacher at Blagdon Primary
- Abby Murray - Headteacher at SMRP

LSP Central Team

Names and roles of the LSP Central Team can be found [on our website](#).

You are welcome to call the LSP Central Team on 01275 841396 or email enquiries@lsp.org.uk with any queries or questions you may have.

Our Admin Team will direct you to the correct member of the Central Team if you are unsure who to contact.





SDP and SEF Templates

Primary Headteachers

As you are aware a template has been created for you to use for your School Development Plan (SDP) and Self Evaluation Frame (SEF).

[Please click here to access the SDP & SEF template folder](#). These are shared documents so please download a copy from SharePoint to your own computer/network before updating.

These need to be shared with your LGB and School Improvement Partner once completed.

Secondary Headteachers

Once you have updated and completed your School Development Plan (SDP) and Self Evaluation Framework (SEF) for 2026-27 please share a copy with [Natalie Wilcox, Director of Secondary Education](#).

Headteacher Reports to Governors

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

The document outlines what you should be raising with them and when, it will also be shared with Clerks and Chairs. Please download a copy from SharePoint to your own computer/network before updating.

A separate guidance document, has been created (saved in the same location), outlining how and where to find the data on Bromcom/iAM Compliant.

CPD Networks for 2026-27

The Lighthouse Learning offer of CPD and networks for 2026-27 can [be found here](#).

Please share this link with your staff.

Access to LSP Primary Curriculum SharePoint

Please can you email the name and email address for any new starters who need to be given access to the [LSP Primary Curriculum SharePoint](#) to lighthouselearning@lsp.org.uk

Once permission has been given individuals will be emailed directly confirming they have access.



Updated DfE/Government Guidance

In addition to [KCSIE](#) a number of other key guidance changes will be in force from September 2026:

Suspensions and Exclusion Guidance

[New statutory guidance on suspensions and exclusions](#) comes into force on 26 July 2026. All Headteachers should use/refer to this guidance if suspending or excluding a pupil.

If you have any questions about suspensions or exclusions please reach out to your Line Manager or the Central Admin Team for support.

Mobile Phones

A reminder that government expectations are that “All schools should be mobile phone-free environments by default; anything other than this should be by exception only”. The full guidance [can be read here](#), and it is stated in KCSIE. Whilst this is not statutory guidance, and this is the case in our schools already, it is important to note the emphasis on this.

Free School Meals (FSM)

A reminder that from September 2026, eligibility rules are changing so that more families may qualify for FSM. Schools should already have encouraged/supported families to reapply and guidance for families [can be found here](#).

RSHE Guidance and Curriculum

The updated [statutory guidance for Relationships, Sex, and Health Education](#) (RSHE) begins on 1 September 2026.

Probation Law

A reminder that new laws around probation are also now in force and the [LSP Probation Policy](#) has been updated to reflect these. [Click here to remind yourself of the key changes](#). If you need any support please email the [Central HR Team](#).



Health and Safety Support Services

A reminder that the Trust-wide contract for Health and Safety support services is changing. From September 2026 North Somerset (NS) will be offering support and we will no longer be using Delegated Services.

The scope of the service will remain unchanged and NS contact details will be shared with schools before the end of this term by the Central Trust Services Team.

There will be a slight change to the process for primary schools seeking approval for adventurous school trips - we will utilise Forms in iAM Compliant for this from September and guidance on this will also be shared.

Secondary schools should continue to use Evolve from September 2026.

Any potential RIDDOR incidents will continue being reviewed via the incident module in iAM Compliant, but they would need to be assigned to North Somerset for review from 1 September 2026.

If you have any questions or need any help please [email Trust Services](#).





Employee Self Service Poster

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



LIGHTHOUSE
SCHOOLS PARTNERSHIP

EMPLOYEE SELF SERVICE (ESS)

**Did you know you can access the following
on your ESS account on iTrent?**

- ✓ Internal Job Vacancies
- ✓ Staff Policies
- ✓ Payslips
- ✓ Pension Scheme

**You can also use your
ESS account to:**

- ✓ Set up Job Alerts
- ✓ Update personal details
- ✓ View absence/sickness



Further Assistance

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



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



The following pages contain key tasks and actions to be completed in the first few days/weeks of the new academic year to ensure key administrative and compliance duties are met.

Staff video message from Gary Lewis

Gary Lewis will be creating a short video message, which will need to be shown to all staff during the first two INSET days in September.

The link to the video will be emailed to Headteachers by Wednesday 2 September and [stored here](#) when ready.

Primary Heads: A reminder that all Learning Partners are attending CPD at Backwell School on Friday 4 September so will not be in their usual school locations to undertake training/activities. Therefore any statutory training (safeguarding updates etc.) will need to be covered on Thursday 3 September.

Welcome letter for new parents

Gary will also be writing a letter to parents/carers who have joined a new LSP School in September.

A copy of this letter is [stored here](#).

We ask that this is shared either on your regular email home, or in a specific communication to new parents (YrR, Yr3, Yr7, Yr12) early in September to welcome them to our Trust.

Welcome events for new staff

We will be running new staff welcome sessions for colleagues who join LSP in September. These sessions cover staff benefits, Trust structures etc and are also a good opportunity to meet Central Team Colleagues and other new staff. We will be running five of these (one in each hub) in late September/early October for those who have joined this new academic year.

If you could let any new employees know that their invitation will come out to them, by email, in mid-September that would be great.

Schools do not need to do anything further on this - we will organise, send invitations, and manage RSVPs centrally.



Safeguarding: Checks and Training

There are safeguarding updates and training that need to be completed by all LSP schools at the start of the new academic year. [Keeping Children Safe in Education 2026](#) has just been released. We are now working on updating the safeguarding training slides and video so they are ready for you in September.

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

- The Trust-wide Safeguarding Policy is being updated and will be shared with you, and DSLs, as soon as possible.
- Training slides (and videos if required) for you to use to deliver the Annual Safeguarding Update to all staff on the two September INSET days will [also be provided](#). Please allow appropriate time in your INSET schedule for this statutory update.
- Please remind staff how they should be reporting any concerns and how CPOMS works.
- Ensure that all new staff (including new governors) have completed/attended basic awareness/Level 1 Safeguarding training and completed [Prevent training](#).
- Safeguarding training for teaching staff can be carried out via the Local Authority, iAM Compliant (safeguarding training module) or the NSPCC.
- For all other staff the iAM Compliant Safeguarding Training module can be undertaken.
- Check that all staff have undertaken [Prevent Refresher Training](#) (this needs to happen every two years).
- All staff need to complete the Annual Safeguarding and Training Declaration (see separate item) by **Friday 25 September 2026**.

[Click here](#) to access the folder in which all Safeguarding documentation for September 2026 will be stored (including the full safeguarding checklist for September 2026).

Single Central Record (SCR)

- Please ensure your SCR is up to date, especially in terms of starters and leavers
- Ensure regular SCR checks in the first few weeks to ensure any gaps are quickly filled
- If there are any gaps on your SCR ensure that risk assessments have been put in place immediately.

Contractors:

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

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



Annual Declaration of Safeguarding and Training 2026-27

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

This declaration will be available on the Employee Self Service (ESS) system from 9.00am on **Thursday 3 September**. Using ESS allows SBMs/OMs to run a report for their school identifying who has signed the declaration and who is pending through iTrent and keep the Designated Safeguarding Lead updated. The LSP Central HR Team will run these reports for SLA schools and provide them to the school.

As it forms part of the Single Central Record **this is compulsory** and should be done swiftly after completion of essential safeguarding training.

Please share the instructions below to all staff on accessing this declaration and ensure they do this as promptly as possible following their safeguarding training/update and by **Friday 25 September** at the latest.

Instructions for Employees

When you log into your Employee Self-Service (ESS) the Annual Safeguarding Declaration will appear. You will be able to click on the links to access the policies and documents.

Once you have read and understood these documents you need to type your name in the signature box and click the 'sign' button.

Once you have signed the document you can click on the cross in the top right hand corner and this will then take you into ESS to view your details.

Logging into ESS

To log into Employee Self Service click here: [ESS - Login \(webitrent.com\)](https://webitrent.com).

- Select 'a different account'
- Your username is your school email address.
- If you have not signed in before your first-time password is the 8 digit account number that your salary is paid into.
- Two Factor Authentication will also need to be set up

ESS will also allow you to

- View your payslips from 1st April 2022 to date
- Update your bank details
- Add/update your next of kin and emergency contacts or change your address
- View your employment details
- Change your password
- Read LSP-wide Staff Policies
- View Internal Vacancies

If you have any difficulties in logging into your account please speak to your School Business Manager/Office Manager or the LSP HR Central Team who will be able to help. A user guide to help with ESS navigation is available [here](#).

Please can you sign this Annual Declaration by **Friday 25 September**, or sooner if you are able.



Childcare Disqualification Form (primary staff only)

This form needs to be completed annually for those working with children 8 and under. The declaration is on ESS. This also needs to be completed by Friday 25 September.

Again the log in link is: [ESS - Login \(webitrent.com\)](https://webitrent.com)

Instructions for accessing this can be found in the ESS user guide as well as a video guide both of which can be [found here in September](#).





Other Compulsory Staff Training—September 2026

There are a number of other statutory training items that need to be completed by all LSP staff at the start of the new academic year.

Cyber Security

All staff need to complete [Cyber Security Training](#) every year as per guidance, and to validate our insurance, from RPA. If this matches with the training cycle of your school please ask all staff to complete the training as soon as possible. They can create a certificate to confirm they have taken this training, and copies of these should be noted on their staff files/CPD records.

There will also be some slides, as part of/alongside the Safeguarding Update slides, which will cover staff responsibilities/expectations in line with our [Cyber Security Policy](#).

Prevent Refresher Training

All new starters should undertake the full [online Prevent training](#) as part of their induction.

Following on from that all staff should undertake the [Prevent Refresher Training](#) every two years. This was launched in 2024 and so any colleagues who have been with working for LSP since September 2024 their Prevent Training will need to be refreshed in September 2026.

Health and Safety Online Training

Online training for *Health and Safety for Schools (H&S)* is currently being completed annually via iAM compliant and assigned by schools.

If you have staff that require *H&S for Managers & Supervisors* training (to be completed every three years) please send a list of names and email addresses to trustservices@lsp.org.uk as this is completed on iHASCO.

School specific Health and Safety and Fire Awareness Training

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

Training for new employees

New employees joining your school in September will have a longer list of compulsory training to undertake; full training matrix [here](#). If you have any questions please contact the [Trust Services Team](#).



Performance Development Process - Documents and Deadlines

Headteacher Performance Development (Appraisal)

As per the Annual Planner, appraisals are to be completed between 14-25 September 2026.

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

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

Teaching Staff Performance Development (Appraisal)

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

- All teacher PDP's should be completed by Friday 23 October (end of Term 1).
- Applications for those wishing to move to UPS need to be completed and submitted to Headteachers by **Wednesday 30 September**.
- The spreadsheet to be updated to confirm pay progression and add successful UPS applications for teaching staff will be uploaded to the HR Secure MS Team by Friday 14 September. This needs to be signed off by the Head and your Line Manager (member of Central Education Team) by **Friday 6 November** so it can be agreed at the Board of Trustees in early November.

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

Support Staff Appraisals

There have been no changes to the [appraisal documentation for support staff](#) this year. This should mean they are familiar with the paperwork, what to complete and can copy and paste information easily from last year's document.

Again please download them onto your school's network.

All support staff appraisals should be completed by **31 October 2026**.



Policies - Reminders and Actions

A reminder that all LSP School websites should have a direct link to the LSP Policies page, so that people can quickly find Trust-wide policies as well as your school specific documents.

Safeguarding Policy: This has been signed off by Trustees and [the template can be found here](#). You will need to personalise for your school, and have it adopted by your LGB and published on your website as close to the start of the academic year as possible.

Code of Conduct: Trustees have ratified this policy and it is available on the [LSP website](#).

Attendance Policy: This policy has been reviewed and no major changes have been made to the policy itself. The template [has been uploaded here](#) so schools can download the policy (which requires personalisation with specific details about your school) template letters and attendance commitment. Once you have personalised the Attendance Policy you will need to upload it to your school website. Any questions relating to support attendance or applying this policy should be directed to [Natalie Wilcox](#).

SEND Policy & Information Report: As we wait for the SEND whitepaper no changes are being made to the Trust-wide SEND policy. This has published on the [LSP website](#). It should also be linked on your own school websites on the SEND page along with your SEND Information Report which schools should be reviewing and updating as normal practice.

SEND Information Reports may require minor updates, such as changes to contact details where SEND team members or the SENDCO have changed. Please ensure you check your is up to date and on your website.

Schools can extend the publication date of their existing SEND Information Report until 31 December 2026, as these reports are likely to be replaced by the Inclusion Strategic Plan, as outlined in the [Every Child Thriving White Paper](#).

continued....



Continued...Policies - Reminders and Actions

Home-School Partnership and Parent Code of Conduct: Both of these are published on the [LSP website](#). Please ensure you draw parent/carers' attention to this early in September.

School also need to ensure they have the following policies in place in early September at the latest. They will need to be signed off by your LGB.

- Uniform Policy (this is wider than uniform expectations so you are compliant with [DfE Statutory Guidance on uniform costs](#))
- First Aid Policy
- RSHE (Primary Schools)

[Click here](#) to access the model policies for you to adapt for your setting.

Guidance and a template policy on Supporting Pupils with Medical Conditions and Allergies (Benedict's Law) will be shared in September once the government guidance/expectations have been finalised.

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





Register of Business and Pecuniary Interests

As per the [LSP Business Ethics Policy](#) the following staff must complete a Business and Pecuniary Interests form:

- All members of the Schools' Leadership Team
- All members of the Schools' Finance Team
- Any members of staff that have, or contribute towards, authority to spend such as budget holders

Please organise completion of this within your school and complete the summary register section of each document. A copy of this register needs to be returned to the LSP Central Team by **Friday 18 September**—please email LGBreturns@lsp.org.uk so ensure you request this information from your staff to meet this deadline.

A copy of the summary register should also be made available on your website for inspection by any interested party such as staff, parents, auditors and DfE.

Members, Trustees and Governors are also required to complete this form. The Clerk to your Local Governing Body (LGB) will be given the information they need to make this register for your Governors and their summary register will also need to be uploaded onto your website.

Gifts and Hospitality Declarations

Also outlined in the LSP Business Ethics Policy is the requirement for all members of staff and governors to inform their line manager of offers, as detailed below, of gifts and hospitality offered in connection with their links with the school or Trust as they arise, and whether the offer was accepted or declined.

These need to be recorded on a Gifts and Hospitality Declaration Form and a collated register for the past financial year (1 September 2025–31 August 2026) needs to be returned to the LSP Central Team (LGBreturns@lsp.org.uk) by **Friday 18 September** so please request this information from your staff to meet this deadline.

Members, Trustees and Governors are also required to complete this form. The Clerk to your Local Governing Body (LGB) will be given the information they need to gather this information from your Governors.

Continued.....



Recommended limits Gifts, Hospitality, Entertainment or other services	Information on acceptance/referral/declaration
Occasional/one off - Below £50	Deemed acceptable Declaration not required
Occasional/one off - Between £50 and £250	Advisory Band - please refer to the Trust's Chief Financial and Operating Officer as to whether declaration of offer to be registered*
Occasional/one off - Over £250	Declaration of offer to be registered whether accepted or declined
Regular - any value	Declaration of offer to be registered whether accepted or declined
Any gifts/favours that are sustained or Members, Trustees Governors/staff have concerns about that may compromise their integrity should be documented.	

*individual teachers are unlikely to receive regular gifts or gifts worth over £250. Items from a parent(s) with no business interest would be deemed as acceptable (with no need to register) and the CFOO has delegated this decision making to the Headteacher. The exception would be if the gift was from an existing or prospective supplier. Any questions or queries please contact [Louise Malik](#).

[Click here](#) to either download paper forms or links to template MS online forms so you can gather the details you need from your staff body.

