



LDBS SCHOOLS BULLETIN

February 2015

Please pass this bulletin on to all members of the leadership team,
governors and Heads of RE / RE Co-ordinators

<http://schools.london.anglican.org/>

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Message from Inigo Woolf and Liz Wolverson

It is that time of year again when you are counting the pupils in your school. Please do ensure that we get a copy of your PLASC return as it provides us with essential information about numbers.

Our admin team will change towards the end of this month as Leanne goes on maternity leave and we welcome a new apprentice, Jennifer Grey to the team. We are pleased to tell you that Jack Cracknell, who many of you will have met over the last year, having completed his apprenticeship is staying with us as a part of the admin team to work with Molly and Patricia. Their contact details are included at the end of the bulletin.



LDBS News

Congratulations

Ofsted and SIAMS inspection Grades

We offer our congratulations to the following schools who were rated either 'Outstanding' or 'Good' in their recent OFSTED or SIAMS inspections.

- Bishop Stopford's School, Enfield - Good (OFSTED)
 - St Mary's Primary School, Westminster - Good (SIAMS)
 - St Luke's Primary School, Islington – Outstanding (SIAMS)
- ❖ *Congratulations to St Luke's Primary School in Islington who achieved Gold Investors in People Award and had Renewal of Basic Skills Quality Mark Award.*

KS2 Test 2014

Congratulations to St. Peter's Chippenham Mews who were missed off January's list and whose pupils achieved 100% Level 4 or above in Reading, Writing and Maths and achieved a 31.3 APS score.

School Census PLASC Forms

The time of year has come for all schools to submit their School Census PLASC Forms to the LDBS. Please send your January forms to Jack Cracknell by post to LDBS, London Diocesan House, 36 Causton Street, London, SW1P 4AU or by email to jack.cracknell@london.anglican.org.

School Subscriptions

LDBS School Subscriptions for 2016/17 will increase by 2% to £10.20 per pupil per year for the first 500 pupils and £6.30 for pupils thereafter. School Buildings maintenance will remain at £27 per pupil per year.

Governor Insurance Policies

A letter will be coming shortly about the renewal of school block policies for 2015/16.

If you have any questions relating to renewal of school block policies call Dee Thomas on 02079321168 or email dee.thomas@london.anglican.org

Secondary Headteachers' and Deputy Headteachers' Meetings

A reminder of dates and arrangements for the Spring Term meetings:

- Deputies meet on Thurs 5 February, 10am at Causton St. Agenda to include curriculum and assessment changes and GCSE syllabus choice.
- Heads meeting is on Thurs 5 March, 10am at Causton St. More details will be sent by email and please let me have any ideas for agenda items.
- Coffee will be available from 9.30am for each session.

To book your place at one of these meetings email kate.roskell@london.anglican.org

Headteachers' Annual Retreat Booking

The 2015 Headteachers' Annual Retreat will be held on Wednesday 29th April – Friday 1st May in Wychcroft and is all inclusive. The retreat is open to Headteachers' in the Southwark and London Diocese and is explained fully in a letter from Susan Robinson in the Document section of the Bulletin. You can also use the booking form to register your place.

LDBS Headteachers' Conference in Poole

There are a few places left for the LDBS Headteachers' Conference in Poole from 11th-13th March 2015.

This year's Conference is entitled "Under Pressure?" Stress is one of the most important risks to health in education and schools are increasingly stressful places. Keynote speaker Rev'd Jeremy Allcock, will provide helpful insights and practical models for understanding stress and responding positively to professional and personal pressures.

Places are limited so book your place by 12th February 2015 by [applying online](#).

Venue Hire with School Centred Initial Teacher Training (SCITT)

The new LDBS SCITT premises are just 10 minutes from central London with excellent transport links and now available for hire. The venue boasts a substantial hall which seats from 60-100 people plus three additional rooms each with a capacity of 20-40 people. Hirers would have use of up to the minute technology, wifi, kitchen and the reception desk as well as a dedicated team to ensure your event is a success.

LDBS schools are offered a 10% discount if they book in the Spring Term. To find out more visit the [LDBS SCITT website](#) or telephone Matt Gill: 0207 9321126 | matt.gill@london.anglican.org



HR & Recruitment Advice

NUT Guidance on Employee Declarations in relation to Childcare Disqualification

As a result of recent Department for Education (DfE) guidance, many schools and local authorities are approaching teachers and other school staff seeking information about previous convictions and cautions (including reprimands and warnings) of those living within their household. However the NUT argue that the DfE have misrepresented the guidance and are imposing overzealous checks on employees.

The NUT have issued guidance in response to the Department for Education's (DfE) regarding safeguarding and childcare disqualification. The Childcare Act 2006 makes it a criminal offence to employ (in connection with specified forms of early years and later years provision) a person who is disqualified from registration by the Childcare (Disqualification) Regulations 2009.

The NUT guidance is available in the Document section of the Bulletin and any employers or employees who have concerns are welcome to contact Penny Harvey by email: penny.harvey@london.anglican.org or telephone: 0207 9321151

Recruitment for Newly Qualified Teachers (NQTs)

If you are hoping to recruit NQTs or more experienced staff for September, the LDBS SCITT now has a [Job Finder webpage](#) where you can advertise your vacancies for **FREE!**

By completing the proforma in the Document section of the Bulletin and emailing to matt.gill@london.anglican.org he will upload them onto the [Job Finder webpage](#), circulate them to our current trainees and highlight them in our newsletter to NQTs.

Revised School Admissions Code for 2016/17

A new revised School Admissions Code for 2016/17 is now available on the [Department for Education website](#). Penny Harvey has written a useful synopsis for schools which flags up which areas schools must action. Refer to the Document section of the Bulletin for the New School Admissions Code and changes that need to be made to admission arrangements for 2016-17. If you have any questions relating to this please contact Penny Harvey by email: penny.harvey@london.anglican.org or telephone: 0207 9321151



RE & Collective Worship

SIAMS Inspections

The LDBS uses the Ofsted gradings for the denominational inspection of church schools. Those gradings are Outstanding, Good, Requires Improvement and Inadequate. The LDBS feels that it is less confusing to use the same gradings as Ofsted rather than re-designate 'Requires Improvement' as 'Satisfactory' which was the term used in previous inspection schedules.

'Requires Improvement' means that the school standards are broadly in line with national expectations but there are some aspects of a lengthy list of criteria that the school does not yet meet which they must now strive to improve in order to become good.

Hope Actually – Training Courses for Sixth Form Studies

Hope Actually is a series of five training courses exploring the power of Jesus Christ to transform our increasingly anxious and cynical society in discussions, Bible study and video stories. You can find out more about these courses on the [Church Urban Fund website](#).

2015 a Year to Remember

Liz Wolverson has created a useful list of key dates for the year of 2015. The list is available in the Document section of the Bulletin and includes significant events such as the Battle of Waterloo and Rudyard Kipling's birthday.

Magna Carta 800th Anniversary

A helpful document for schools to support teaching and assemblies about British Values. The Magna Carta's 800th Anniversary will be on 19th June 2015 and marks the foundation of liberty in this country and democratic nations throughout the world. Historic milestones, readings, prayers and even places to visit are recommended in the Document section of the Bulletin.

RE in the Classroom with 4-5s

RE in the Classroom with 4-5s is a new book by Helen Jaeger which facilitates the teaching of essential life skills to children at foundation stage through the use of 50 Bible-based lesson plans. You can [purchase the book online](#) from Barnabas in Schools.



Resources

The Children's Museum & Imagination Lab

Imagination Lab is a new creative learning space dedicated to supporting children to grow and develop new ideas and new thinking. They host engaging workshops for children to come and imagine, experiment, create and play in a multidisciplinary setting incorporating art, design, sciences, technology, engineering and child initiated learning.

During the spring 2015 term, Imagination Lab will be hosting primary schools from across London, exploring a range of themes. There are limited spaces for these **FREE** interactive workshops.

Imagination Lab is located on London's South Bank at the base of the OXO Tower. For more information about visiting the Lab or to book a workshop please contact: tom.doust@childrensmuseum.org.uk or visit [the Children's Museum website](#).

Discover Animal Kingdom with Twig

This term discover Twig's new Biology module [Animal Kingdom](#) with over 60 films on [Mammals](#), [Fish](#), [Birds](#), [Reptiles](#), [Amphibians](#) and [Invertebrates](#). You will need an account to access [Twig](#).

These captivating short films draw on the world's best documentary footage to give students an insight into the lives of some of the planet's most unusual and exciting species.

Science Teaching with Empiribox

Empiribox, is a high-impact, revolutionary approach to science teaching at Primary level. Over 35 schools have been teaching this system, including a number of CofE schools in London, Norfolk, Suffolk and Kent, and already are finding that their pupils absolutely love their practical science lessons, and teachers are finding it very easy to deliver really exciting demonstrations and experiments in their classes. Would you like your school to benefit from **FREE** science equipment, training and planning for a whole term?

Empiribox are offering a very generous 4 terms for the price of 3; that will allow schools to try out this system for the whole Spring Term. Schools can cancel the subscription and pay nothing! To take advantage of this offer, schools must subscribe by the end of February 2015 and accept an invoice for the annual subscription. Payment will be due by 27 March 2015 and cover the period to the end of March 2016.

Call Empiribox 020 8226 6130 to activate your subscription. If you would like to speak to one of the CofE schools which are currently teaching their system to get their feedback, Empiribox will be happy to arrange that.

Visit the [Empiribox website](#) for more info about the system.

Climate Week 3 – 9 March 2015

Don't let your school miss Climate Week this year which runs from 3rd -9th March. The campaign inspires a new wave of action for a sustainable future and the [Climate Week website](#) already has a wealth of resources, events and ideas for your school.



Governors & Governance

Governors Training Programme

The 2014-15 training programme has been constructed to reflect the key messages in government guidance. We will add sessions during the year, and would particularly draw your attention to the following sessions, all of which take place at London Diocesan House:

Date	Time	Course title
03/02/2015	10am-1.30pm	Understanding data – to include new aspects of RAISE online
24/02/2015	9.15am-4pm	Leading in Partnership – for Heads and Chairs together <i>FREE for HTs and Chairs</i>
02/03/2015	9am-4pm	Safer Recruitment
18/03/2015	10am-12noon	Ofsted – the new arrangements
18/03/2015	2pm-4pm	An Introduction to the Role of the New Clerk
23/03/2015	10am-4pm	Introduction for new(ish) governors <i>Please note that this course has been extended to a full day session.</i>

Further details and an application form can be found on the [LDBS website](#).

Governing Body Minutes

Please send your governing body minutes to Patricia Scotland here at Causton Street or email them to patricia.scotland@london.anglican.org

Governing Body Membership Update

Please remember to complete and return the Governing Body Membership form to Molly Musgrave by email molly.musgrave@london.anglican.org, by post or fax (020 7932 1111). The form can be downloaded from the [LDBS website](#).



Reminders

LDBS Newsletter

We really enjoy hearing about our schools and their achievements, whether they are academic, sporting, musical or just entertaining. If any schools would like to send us pieces of work e.g. outstanding poems; newspaper cuttings, news items, a special card or poem that your children have made – these would be a great feature. The next issue of the Newsletter will include a feature on **Autumn Events**. Please post your news to: Mitch Gallacher at LDBS, Diocesan House, 36 Causton Street, London, SW1P 4AU or email: mitch.gallacher@london.anglican.org *Please keep them coming for future issues and please make sure you have parental permission for any photos.*

Administration Contact Details

Molly Musgrave, Assistant Company Secretary to the LDBS (with additional responsibilities for bulletin and governor appointments) Tel: 0207 9321147 | Email: molly.musgrave@london.anglican.org

Patricia Scotland, Administrative Assistant
Tel: 0207 9321148 | Email: patricia.scotland@london.anglican.org

Jack Cracknell, Administrative Assistant
Tel: 0207 9321175 | Email: jack.cracknell@london.anglican.org

Jennifer Grey, Apprentice Administrative Assistant
Email: Jennifer.grey@london.anglican.org



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Mrs. Susan Robinson
19 Silverdale Road, Bexleyheath, Kent DA7 5AB
Telephone 01322 523870
Email: suederek404@btinternet.com

TO ALL HEADTEACHERS IN LONDON DIOCESAN SCHOOLS

January 2015

Dear All

**HEADTEACHERS' ANNUAL RETREAT AT WYCHCROFT
WEDNESDAY 29th APRIL TO FRIDAY 1st MAY 2015 (INCLUSIVE)**

Liz Wolverson has previously passed you details of an Annual Retreat for Headteachers which I originally started up a long time ago, for Heads of schools across the river, in *Southwark* Diocese, where I was a Head myself - and also Chair of the Southwark Diocesan Headteachers' Association until my retirement.

In recent years we have had a good mix of people from both dioceses, and I am glad to invite you again. The dates this year are Wednesday 29th April to Friday 1st May 2015, inclusive.

The annual Retreat has become a welcome oasis and breathing space for busy and pressurised Christian Headteachers in London schools. It is refreshing and relaxing (physically, mentally and spiritually), and there is nothing 'glum' about it. We have times of day and designated areas in the house and grounds for keeping silence, as well as opportunities for worship, fellowship and quiet socialising. The programme allows plenty of space for going off and doing your own thing – perhaps spending time in the attractive and airy chapel, reading in your room or in the library, enjoying the spacious garden, going on country walks, or just sleeping.

Privacy and one's own personal space are essential elements of a retreat and you will, of course, have your own room.

For those of you who don't know the venue, Wychcroft, Southwark Diocese's Retreat, Conference and Training Centre, is a lovely, big old house, secreted away in a tranquil spot in beautiful Surrey countryside near Bletchingley and Godstone. The small resident staff team led by Chris Archer are friendly and welcoming – yet unobtrusive. They produce delicious meals - which we enhance in true Anglican tradition with bottles of wine on the table! (Fruit juice and water are also available...)

Wychcroft is easy to get to via the M25 (or A25) and the A22. Or by train to Redhill, and then a taxi from the station. The cost of the Retreat is £160 for accommodation and full board, and covers the costs of our Retreat Conductor. It's an excellent way to use a little of your budget for training and courses!

I am delighted to tell you that the delightful and very experienced Father Gavin Berriman, Vicar of St. Augustine's Grove Park in south-east London, has agreed to be our Retreat Conductor again in 2015.

Places are limited and it's on a first come first served basis, so do complete the enclosed booking form and return it to me *now*, with your cheque for £160 payable to 'Susan Robinson' please, to my home address: 19 Silverdale Road, Bexleyheath, Kent DA7 5AB.

I look forward to hearing from you.

Yours sincerely

Susan Robinson

*HEADTEACHERS' ANNUAL RETREAT 2015 AT
WYCHCROFT*

WEDNESDAY 29 APRIL UNTIL FRIDAY 1 MAY
(LUNCHTIME TO LUNCHTIME)

BOOKING FORM AND INVOICE FOR PAYMENT

[Please use block capitals]

Surname Title

Forename

Name and Full Address of School.....

.....

Telephone Fax

Email:

Any special dietary requirements?

I wish to reserve a place on the 2015 Headteachers' Retreat, and I
enclose a cheque for £160 made payable to Susan Robinson.

Signed.....Date.....

**RETURN TO: Mrs. Susan Robinson, 19 Silverdale Road, Bexleyheath, Kent
DA7 5AB.**

[Tel. 01322 523870 Fax 01322 553866]

2015 a Year to Remember

20 th January 1265	Founding of the first English Parliament in by Simon De Montfort
24 th January 1965	Death of Winston Churchill
11 th February 1990	Nelson Mandela freed from prison
2 nd March 1965	Premiere of 'The Sound of Music'
8 th May 1945	70 th Anniversary of VE Day
7 th June 1975	First World Cricket Cup
12 th June 1665	England establishes municipal government in New York previously New Amsterdam
13 th June 1865	Yeats' birthday
18 th June 1815	Battle of Waterloo
19 th June 1215	Signing of Magna Carta
4 th July 1865	Alice in Wonderland published
5 th July 1865	The Salvation Army founded
7 th July 2005	4 bombs on London Transport
6 th August 1945	Hiroshima and 15 th August Japan surrenders
2 nd October 1925	John Logie Baird tested the first TV in Britain
20 th October 1955	JRR Tolkien finished writing the trilogy 'The Lord of the Rings'
25 th October 1415	Battle of Agincourt
9 th November 1215	Lord Mayor's Show
1 st December 1990	The British and French workmen met 120 feet beneath the sea bed to form the Channel Tunnel
30 th December 1865	Kipling's birthday

To support teaching and assemblies about British Values - Magna Carta 19th June 1215

Magna Carta is the document which is the foundation of liberty in this country, based on the principle that no-one is above the Law, including the King. It has created a basis for law in democratic countries throughout the world.

William Rufus, after the Norman Conquest, gave the law rather a bad name so when Henry I came to the throne in 1100 he issued a Coronation Charter which was supposed to put things on a better footing, unfortunately after he died the succeeding monarchs ignored the charter which resulted in strained relationships between the King and his people.

The Archbishop of Canterbury, Stephen Langton, intervened and dug out the Old Charter and suggested to the Barons that they wrote a new Great Charter, based on the old one, and this time put in some safeguards to make sure the King stuck to it.

On the 19th June at Runnymede near Windsor the King put his seal to it and the Great Charter, 'Magna Carta', became law. The charter made absolutely clear that no-one was above the Law, not even the King, and it protected the freedoms of the people.

To ensure it never got forgotten it was copied out at least 13 times and sent to various cathedrals around the country so that the Bishops and the people knew where they could see a copy and could hold their rulers to account. The copy in Salisbury Cathedral appears to be perfect, with no scratching out of mistakes or ink blots. It was written in brown ink made from oak galls.

Over the centuries other actions and pieces of legislation have strengthened the Magna Carta.

There will be an exhibition about the Magna Carta in the British Library from **13th March -1st September**. The exhibition will cover the time from just before the Charter was signed to the present day and demonstrates how the Magna Carta has been, and still is, used in the cause of freedom and liberty around the world. To book a place visit the [British Library website](#) or call: 01937 546546)

At the Temple Church in the Inner Temple there will also be an exhibition. In January 1215 King John was held there for a week by a group of knights. They demanded that the King sign the Charter or they would declare war. William Marshal, Earl of Pembroke, intervened and the war was averted and in June King John finally sealed the document. William Marshal is buried in the Temple Church. Visit the [Temple Church website](#) for further information or you can call: 020 7353 3470.

For journeys further afield you could visit the exhibition at [Lincoln Castle](#) or telephone: 01522 782040. Alternatively [Salisbury Cathedral](#) have extensive information on their website and exhibitions this year. Telephone: 01722 555105.

The Formation of Parliament in 1265

Simon De Montfort called the first meeting of elected common people to parlay with the Barons in the Palace of Westminster. He is known as the Founder of the Commons. Their first meetings were held in the Chapter House of Westminster Abbey.

1679 Habeas Corpus Act

An Act of Parliament passed in the reign of Charles II after the Civil War. It strengthened the provisions in Magna Carta and made it illegal to imprison people without trial and the decision of a Judge. *Habeas Corpus* is Latin for 'you may have the body'.

1776 The American Declaration of Independence

This was written as an indictment of the many times in which George III had apparently breached Magna Carta and was the legal justification for the War of Independence.

1948 The Universal Declaration of Human Rights

Written following WW2 when human beings had done unspeakable things to each other and committed appalling acts of cruelty. This was the new Magna Carta spelling out the rights and freedoms that every individual should have by right. It is endorsed by the [United Nations](#) and included in the legal processes of most countries in the world.

READINGS

Genesis 1: 26-27

So God created mankind in his own image, in the image of God he created them; male and female he created them.

Matthew 25:34-40

Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. ³⁵ For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, ³⁶ I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.'

³⁷ "Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? ³⁸ When did we see you a stranger and invite you in, or needing clothes and clothe you?'

³⁹ 'When did we see you sick or in prison and go to visit you?'

⁴⁰ "The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'

Galatians 3: 28

There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus.

We are beginning to discover that our problem is world-wide, and no one people of the earth can work out its salvation by detaching itself from others.

Either we shall be saved together or drawn together into destruction.

Rabindranath Tagore

PRAYERS

An Orthodox Christian prayer for peace

God and Creator of all people on the earth,

Guide all the nations and their leaders in the ways of justice and peace.

Protect us from the evils of injustice, prejudice, exploitation, conflict and war.

Help us to put away mistrust, bitterness and hatred.

Teach us to cease the storing and using of implements of war.

Lead us to find justice, peace and freedom.

Unite us in the making and creating of the tools of peace against ignorance, poverty, disease and oppression.

Grant that we may grow in harmony and friendship as brothers and sisters created in your image, to your honour and praise. Amen.

*[Adapted from a prayer of the **Centre of Concern**]*

A prayer for peace in our world

Make your ways known upon earth, Lord God,
your saving power among all peoples.

Renew your Church in holiness

and help us to serve you with joy.

Guide the leaders of all nations,

that justice may prevail throughout the world.

Let not the needy be forgotten,

nor the hope of the poor be taken away.

Make us instruments of your peace

and let your glory be over all the earth. Amen

© [Archbishops' Council](#) 2015

Suggested Hymns

Make me a channel of your peace.

Crown him with many crowns

Let there be peace on earth

Peace is flowing like a river

LDBS SCITT RECRUITING NQTs

If you are hoping to recruit NQTs or more experienced staff for September, the Ldbs SCITT now has a [Job Finder webpage](#) on its website where you can advertise your vacancies for FREE!

Complete the proforma below and email to matt.gill@london.anglican.org who will upload them onto the Job Finder webpage, circulate them to our current trainees and highlight them in our newsletter that goes to NQTs.

Example Proforma:

Name of School:	<i>123 Primary School</i>
School Website:	<i>www.123@london.anglican.org</i>
Local Authority:	<i>Camden</i>
Post (eg KS1, EY):	<i>Flexible – KS1 or KS2 depending on candidate</i>
Suitable for NQTs?	<i>Yes</i>
Closing date for applications:	<i>15/02/15</i>
Interview date:	<i>24/02/15</i>
Contract type:	<i>Full time</i>
Contract term:	<i>Permanent</i>
Brief description of the school:	<i>4 form entry plus nursery</i>
Who/what are you looking for?	<p><i>We are seeking to appoint a highly motivated teacher to join our vibrant, ethnically diverse school and welcome applications from NQTs.</i></p> <p><i>We are a friendly, supportive school with well-behaved children who want to learn.</i></p> <ul style="list-style-type: none"> • <i>Are you dynamic and enthusiastic, with a great sense of humour and the ability to ensure children achieve the highest standards through innovative teaching?</i> • <i>Are you committed to raising standards with high expectations of all adults and children?</i> • <i>Do you have exceptional communication skills, along with the ability to respond effectively to future challenges?</i>
What can you offer?	<ul style="list-style-type: none"> • <i>A strong ethos of high expectation and challenge for all learners</i> • <i>Enthusiastic and highly motivated children</i> • <i>A commitment to professional development</i> • <i>Supportive friendly staff</i>
Contact:	<p><i>You are welcome to call or visit the school. Contact school office on 0208 123 2345 to arrange an appointment.</i></p> <p><i>Application forms are available online and completed forms should be returned to the School Business Manager.</i></p> <p><i>Email : SBM@123sch.uk</i></p>

NQT Recruitment Advertising Proforma

Name of School:	
School Website:	
Local Authority:	
Post (eg KS1, EY):	
Suitable for NQTs?	
Closing date for applications:	
Interview date:	
Contract type:	
Contract term:	
Brief description of the school:	
Who/what are you looking for?	
What can you offer?	
Contact:	

THE NEW SCHOOL ADMISSIONS CODE AND CHANGES THAT NEED TO BE MADE TO ADMISSION ARRANGEMENTS FOR 2016-17.

Introduction

A new revised School Admissions Code came into force on 19 December 2014 followed by guidance. It applies to admission arrangements currently out for consultation and all determined in 2015 for admission in school year 2016-17. Schools will need to ensure that when they determine their admission arrangements for 2016-17 (no later than 15 April) they should ensure that the following references reflect the new code. Because these changes are legal requirements there is no need to consult. If you have any questions about this please contact Penny Harvey on 020 7932 1151 or penny.harvey@london.anglican.org

Changes that need to be made to 2015-16 arrangements

Any Reference to the Code

Most policies refer to compliance with the 2012 Code. This should now refer to the **2014 Code**.

Summer Born Children Entering Reception Classes

The new Code includes the DfE's 2014 guidance on summer born children.

Admission authorities **must** make it clear that where a place has been offered:

- it is for a full-time place from the September following the child's fourth birthday;
- the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday) This means that parents of a child whose fifth birthday falls between 1 September 2016 and 31 March 2017 may request that their child is not admitted until later in the school year 2016/17. But no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.
- where parents wish a child may attend part-time until they reach compulsory school age.

Admissions out of the normal age group.

It must also be made clear in admission arrangements the process for requesting admission out of the normal age group. For children whose fifth birthday falls between 1 April 2017 and 31 August 2017, parents who do not wish them to start school in school year 2016-17, but to be admitted in September 2017 for school year 2017-18, should discuss this with the school at an early stage. The details of the protocol to be used should be included. Decisions must be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views should be taken into consideration. The views of the school's head must also be taken into account. The reasons for the decision must be clearly set out. Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2017. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2016-17 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2017) for a Reception Year place in September 2017, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Looked After Children

The DfE issued new guidance in 2014 which added children adopted under an earlier Act to those adopted under the 2002 Act. This has now been included in the Code and must appear in all policies for 2015-16. Child arrangement orders have also replaced residence orders. There should be a new criterion 1 and associated note:

*1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.”

*Note: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).”

Education, Health and Care Plans

These are now beginning to replace Statements of SEN, either in the introduction or notes after the over-subscription criteria a section along the following lines: “Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming School will always be offered places.

Future Arrangements

Consultation/Determination

From school year 2017-18, a new timetable for consulting and determining policies will come into force. Consultation must be for a minimum of 6 weeks and must take place between 1 October and 31 January of the school year before the arrangements are due to apply. The arrangements must then be determined by 28 February 2016 with a copy being sent to the LA by 15 March 2016.

This means that schools and academies need to start looking at any changes during the summer term 2015 so that they can consult the Diocese during September 2015

It remains a legal requirement for LDBS schools and academies to consult the LDBS before anyone else, including the LA. Any objections to school admission arrangements must be sent to the Schools Adjudicator by 15 May 2016.

Other possible changes requiring Consultation for 2017-18

The new Code makes it clear, at paragraph 1.39A, that admissions authorities may give priority in their over-subscription criteria to children eligible for the pupil premium or the service premium. This would constitute a material change and will need to be consulted on for their 2016-17 policies.

Schools may also now give priority in their over-subscription criteria to children eligible for the early years pupil premium, pupil premium or service premium who are in a nursery class at the school or attend a nursery established and run by the school. **N.B.** this does not extend to children from a nursery class or associated nursery who are not eligible for one of those premiums.

NEW CONSULTATION STEPS FOR ADMISSION POLICIES 2017/18

<p>Summer Term 2015</p>	<p>Consider any changes needed to the 2016 policy</p>
<p><u>No later than end of Sep 15</u></p>	<p>Consult with Diocese and take into account any advice received,</p>
<p>Between: 1 Oct 15 – 31 Jan 16</p>	<p>Consult more widely for a minimum of 6 weeks between 1 October 2015 and 31 January 2016. <u>It is best to start before the Autumn half term holiday</u></p> <p><u>To be consulted:</u></p> <ul style="list-style-type: none"> • Parents of children between 2 and 18 • All other admission authorities in “relevant area” – (primary schools need not consult secondary schools) • LA • Other persons in “relevant area” who might have an interest, e.g. nurseries, play groups, local councils, etc • Adjoining neighbouring LAs where admission authority is the LA • <u>Must</u> publish draft admission arrangements on school website with details of how and to whom to comment • Suggest send copies to LA for possible publication on LA website • Suggest provide copies to nurseries, play groups, etc • <u>Must</u> send copies on request to anyone listed in 1.44 • LA’s may circulate on behalf of the governors
<p>28 Feb 16</p>	<p>DETERMINATION</p> <p>All admission authorities must determine their policies by 28 Feb 2016 <u>even if no changes and no consultation needed</u></p> <ul style="list-style-type: none"> • <u>Must</u> notify all those consulted <u>plus GBs of community and VC schools in “relevant area”</u> (1.47) • <u>Must send copy to Diocese</u> (1.47) • <u>Must</u> publish copy of determined arrangements on school website (1.47). Suggest also give details of how to refer objections to Schools Adjudicator (by 15 May 2016) • <u>Must</u> send copy to LA no later than 15 March 2016 (1.47)



SAFEGUARDING: CHILDCARE DISQUALIFICATION GUIDANCE FOR NUT MEMBERS December 2014

As a result of recent DfE guidance, many schools and local authorities are approaching teachers and other school staff seeking information about previous convictions and cautions (including reprimands and warnings) of those living within their household. The Union has initiated a legal challenge as we believe that the DfE guidance misrepresents the relevant legislation and imposes unnecessary obligations on employers and employees. However in addition, some schools and local authorities are misrepresenting the guidance, and are imposing these checks overzealously, in a way not required either by the regulations or guidance.

This document advises on the impact of the guidance and the steps you can take. Schools are responding differently to the DfE advice, so please speak to your school representative, who will be able to seek support from Division Secretaries.

What we say

When you read through this document you may have questions about what happens in your particular school or workplace and there may be collective issues that affect other members. In most circumstances, you should discuss the matter with your workplace representative initially as s/he will know whether similar concerns have been raised by other members. School level procedures will determine matters of appraisal. We have produced model procedures – if you are not happy with the procedures in your school, please talk to other members and your representative about it. If you do not have a representative at the moment, it would be a good idea to get members together to elect one. Further advice on this is available at:

<http://www.teachers.org.uk/node/10513>

Although members may sometimes feel that they are the only person who is affected by or concerned about a particular issue, in reality this is seldom the case – and everyone will be affected by issues of appraisal and some will also be affected by capability procedures. As a member of the NUT, you have the advantage of being able to act collectively with your colleagues. This will give you the confidence of knowing that you have the weight of the Union behind you.

Why is my employer suddenly asking me to sign a declaration form?

The *Childcare Act 2006* makes it a criminal offence to employ, in connection with specified forms of early years and later years provision, a person who is disqualified from registration by the *Childcare (Disqualification) Regulations 2009*.

It appears that until very recently the DfE had not appreciated that that the *Act* might apply to schools. Previous statutory safeguarding guidance made no mention of the *Act* and the requirements it places on schools.

I am a teacher not a childminder, so what does the legislation have to do with me?

The *Childcare Act* defines childcare as any form of care for a child, including education and any other supervised activity for a child, but also provides that childcare “does not include education (or any other supervised activity) provided by a school during school hours for a registered pupil who is not a young child”. A young child is defined in the *Act* as a child of five years or under.

What that means in practice is that teachers of children under six (e.g., nursery and reception teachers), or those who are directly involved in the management of such provision (e.g. head of nursery or reception) will be within the definition of the *Childcare Act*. However, teachers of children who are six or over (e.g., teachers at Key Stage 1 and above), will not be subject to the provisions of the *Childcare Act*.

The rules on non-teaching activities, such as before/after school clubs, are different, however (see FAQ below on activities outside school hours).

All the staff at my primary school have been asked to complete a declaration form. Is my employer taking the right approach?

The Union is aware that a number of employers have advised head teachers/principals to ask all staff in nursery, primary and “all-through” secondary schools to complete declaration forms. In the NUT’s view the regulations do not require this to be extended to all staff and we are seeking the agreement of school leaders and local authorities to do no more than what is required to comply with the law. Staff in secondary schools should generally fall outside the remit of the current legislation.

What if I supervise activities for children over the age of five outside school hours?

Then you may be caught by the provisions of the *Act*, depending on the age range of the children and on what is meant in the *Act* by “school hours”. The *Childcare Act* doesn’t define school hours but the NUT believes employers should take a common sense approach and apply the usual meaning, which is whenever a school is open for normal school activity or is in session. If you provide education or supervised activities for children up to 8 years old when your school is not in session (e.g., breakfast or after school clubs and trips provided outside the curriculum), you may be deemed to be providing ‘later years’ childcare (i.e. education or supervised activity for children between the ages of six and eight).

Is it true that I may be disqualified from providing childcare because I live in the same household as someone who is?

Yes. The *Childcare Act* makes it an offence for your employer to continue employing you to ‘provide childcare’ if you live with or employ someone who would be disqualified from ‘providing childcare’ if they were so inclined. Disqualification doesn’t require any active steps to be taken by the relevant authority (i.e., Ofsted). A person is disqualified by virtue of meeting the conditions (e.g. certain convictions) which give rise to disqualification. These conditions are set out in the *Childcare (Disqualification) Regulations*. It is possible for a person to be disqualified, therefore, without realising it.

Why am I disqualified from ‘providing childcare’ simply because I live in the same household as someone who is?

That is a very good question and one the authorities haven’t adequately answered. The DfE’s supplementary advice to *Keeping Children Safe in Education...* provides that “*The requirement to provide the relevant information about a person who lives or works in the same household as them, guards against an individual working with young children who may be under the influence of a person who lives with them and where that person may pose a risk to children i.e. ‘by association.’*”

Am I required to provide information about a person who lives or works in the same household as me?

The Union believes that the *Regulations* do not require you to volunteer information if you don’t already know and have no reasonable grounds for believing that a person who lives or works in the same household, such as a spouse, partner, child, lodger or house/flatmate is disqualified from providing childcare. You are certainly not obliged to ask them whether they have a criminal record and, even if you do ask, there is no obligation on them to tell you that they do.

However, if you are asked to provide information, you should bear in mind that a refusal to provide it could lead to disciplinary action for failing to act as instructed. This is why we are asking school representatives to discourage employers from asking for more than what is required to comply with the law.

Do I have to complete a declaration form if I am not directly involved in the education of children under six?

It should be understood that the *Childcare Act* does not require your employer to issue a declaration form. The form has been issued by your employer to evidence the fact that it has taken steps to seek to ensure that you, or someone living in your household, does not represent a risk of harm to pupils. Your employer can and, in most cases, will compel you to complete the form as a condition of your continued employment.

If anything has happened since your employment that would cast doubt on your suitability to work with children, then this is something you should share with your head teacher/principal in any event. What it should not do is lead to your disqualification from teaching since you will not be deemed to be providing childcare. If you disclose information which later leads to your suspension from teaching speak to your school representative or contact the NUT Adviceline as soon as possible. You may find the contact details of the Adviceline at the end of this document.

My employer's declaration form is full of "yes/no" questions, but "I don't know" would be the most appropriate answer to most questions. What should I do?

If you don't know the answers to the questions asked then reply 'don't know'. If your employer suspends you from teaching because you've answered 'don't know', particularly to questions about other people, speak to your school representative or contact the NUT Adviceline. The Union will support members who are suspended without proper and appropriate cause.

My employer's declaration form asks whether I've been taking any medication on a regular basis. How should I reply?

You are not obliged to disclose information about any medication you are taking which does not affect your ability to care for children.

What kind of offences against adults would disqualify me or someone in my household from providing childcare?

Offences giving rise to disqualification may be found in the *Sexual Offences Act 2003*, paragraph 2, Schedule 4 of the *Criminal Justice and Court Services Act 2000* and Schedules 2 and 3 of the *2009 Disqualification Regulations*. The offences include murder, rape, manslaughter, kidnapping, false imprisonment, GBH, ABH and indecent assault.

An easy to read list of relevant offences may be found at Tables 4 & 5 of Ofsted's '*Compliance, investigation and enforcement hand-book: childminding and childcare – disqualification*'. A link to the handbook may be found at the end of this document.

What kind of offences against children would disqualify me or someone in my household from providing childcare?

There is a long list of sexual and violent offences against children which would disqualify an individual from providing childcare. This list is to be found mainly in Schedules 2 and 3 of the *Childcare Disqualification Regulations* and in Tables 4 & 5 of Ofsted's '*Compliance, investigation and enforcement hand-book: childminding and childcare – disqualification*'. A link to the handbook may be found at the end of this document.

Is it true that I may be disqualified from providing childcare if my child or children have ever been taken into care?

Yes, it is true that you may be disqualified from providing childcare if your child or children have ever been taken into care or been the subject of a child protection order. Schedule 1 of the *Childcare Disqualification Regulations* contain a long list of orders relating to care and fostering which may prohibit you from providing childcare within the meaning of the *Childcare Act*.

What should I do if I, or someone in my household, has a caution or conviction for an offence not listed in the *Regulations*?

If you or someone in your household has a caution or conviction for an offence that does not appear in the *Regulations* you will not be disqualified from childcare but you should bear in mind that you have an implied duty under your contract of employment to inform your head teacher/principal of any offence or conduct that may bring your school into disrepute.

What if someone I live with has a ‘spent’ conviction/caution for an offence in the *Regulations*?

The DfE’s supplementary guidance is completely silent on the effect of the *Rehabilitation of Offenders Act 1974 (the ROOA)*. This is one of the reasons why the NUT is challenging the legality of the guidance. In the Union’s view, it shouldn’t be assumed that because the ROOA doesn’t apply to teachers, it doesn’t apply to the people they live with. The NUT’s advice is that until the legal position is clarified you should not disclose convictions or cautions relating to someone else which are spent. In any event, only cautions issued on or after 6th April 2007 will amount to disqualifying offences under the *Regulations*.

I am a nursery teacher. My partner is currently on bail pending police investigation of serious allegations. Will I be suspended?

Allegations do not give rise to disqualification and therefore you will not be disqualified ‘by association’. However, if your head teacher decides on assessment that you present a risk of harm to pupils, you may be suspended pending the outcome of the police investigation.

It may be inappropriate to suspend you if you are not a police suspect and your head teacher has no reason to believe that you present a risk of harm. The DfE’s statutory guidance on safeguarding *Keeping Children Safe in Education* recommends a number of alternatives to suspension.

Is it true that I must apply to Ofsted for a disqualification waiver if I am disqualified from providing childcare?

If you have been correctly identified by your employer as a person disqualified from providing childcare, you will be required to apply to Ofsted for a waiver of disqualification. While Ofsted cannot grant a waiver to anyone on the *Children’s Barred List* or anyone prohibited from teaching by the Secretary of State, it may grant a waiver to a teacher disqualified as a consequence of living with someone who is barred or prohibited.

Your employer may suspend you from teaching pending the outcome of your application but legislation requires your employer only to stop you from providing early and later years provision (i.e., teaching or supervising children less than 6 years old and supervising before and after school activities for children under 8).

How does Ofsted determine whether to grant consent to waive disqualification?

Before making a decision, Ofsted say they will consider the following:

- the risk to children;
- the nature and severity of any offences, cautions or orders disclosed;
- the age of any offences or orders;
- repetition of any offences or orders or any particular pattern of offending;
- notes of any interviews with the disqualified person;
- any other information available from other authorities, such as the police; and
- any mitigating factors.

If you have been disqualified “by association”, it is the NUT’s view that your character should also be taken into consideration. The person best placed to provide Ofsted with relevant information is your head teacher/principal. You should therefore request a character reference from him or her if possible and attach the same to your waiver application.

Can I appeal if Ofsted refuses to grant me a waiver?

There is a right of appeal to the Health, Education and Social Care First-tier Tribunal within 28 days of Ofsted's decision letter. Contact your NUT regional office if you are refused a waiver by Ofsted.

What should I do next?

If further advice is needed, in the first instance contact your NUT school representative. Advice is also available from the Adviceline (Telephone: 020 3006 6266); Email: nutadviceline@nut.org.uk if more detailed advice is needed.

ADDITIONAL INFORMATION

[DfE's 'Keeping Children Safe: Supplementary Advice](#)

[Ofsted's "Applying to waive disqualification – A childcare factsheet"](#)

[Ofsted's "5.1a Disqualification: childminding and childcare"](#)

[Ofsted's "6.3a Appeals: childminding and childcare"](#)