



## LDBS SCHOOLS BULLETIN

28<sup>th</sup> June 2017

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

[www.ldbs.co.uk](http://www.ldbs.co.uk)

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### Message from Inigo Woolf

The tragic fire at Grenfell Tower has had a profound impact on many people and every school should have received a letter from me by email on 26<sup>th</sup> June.

We are impressed with the way schools have rallied round to support each other and in particular I want to record my thanks to ARK Burlington Danes Church of England School for giving a temporary home to Aldridge Academy.



## 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.

- St Paul's Primary School, Enfield – Outstanding (SIAMS)
- The Fulham Boys' School, H&F – Good (Ofsted)
- Laleham Primary School, Surrey – Outstanding (SIAMS)
- Stepney Greencoat Primary School, Tower Hamlets – Good (Ofsted)
- Raine's Foundation School, Tower Hamlets – Good (SIAMS)

#### Queen's birthday Honours List

We are delighted that two members in the school communities we work closely with received honours in the Queen's Birthday Honours List. Congratulations to Dee Scott, Headteacher of Beavers Community Primary School in Hounslow and to Penny Roberts, founder and Chair of Governors of St Luke's CE Primary School (Camden) on becoming Members of the Order of the British Empire.

#### NACE Challenge Award

Congratulations to the staff and pupils of Hampden Gurney School in Westminster who recently attained the prestigious [NACE Challenge Award](#). Only 1% of schools nationally have achieved this award, which enables schools to review the scope and quality of what they are doing for their most able pupils and plan improvements for provision.

### Making the most of the LDBS Core School Support Service

This is a reminder of what your core service subscription covers and we encourage you to use it to the full in these times of financial challenge!

#### We offer support in the following areas:

- Leadership issues
- Recruitment
- OFSTED inspections
- SIAMS inspections
- Religious Education, Collective Worship and Spiritual, Moral, Social and Cultural Education
- Finance, premises and insurance
- Governor support and training
- Admissions
- Human resources
- Pastoral care for school leaders
- Regular communications (monthly bulletin, website, newsletter)

#### Summary of the service:

- Two half day visits from LDBS link advisers per financial year (4 for secondary schools)
- One half day visit with RE/RS Subject Leader
- 'Phone and email contact
- One in-school governor training session (twilight)
- Attendance by LDBS adviser at OFSTED or HMI feedback meetings following inspection wherever possible
- LDBS Advisers attending recruitment meetings and interviews for Headteacher, Head of School and Deputy Headteacher positions
- One visit to a new Headteacher within the first term

Please follow this link for the full core service brochure: <https://www.ldbs.co.uk/core-school-support/>

For GROW Education Partners please visit: <http://www.grow-education.org/>

## LDBS Induction for New Headteachers

All Headteachers new in post are invited to join the LDBS induction meeting on Friday 22<sup>nd</sup> September 2017 from 2pm-4pm at our offices in Pimlico (London Diocesan House, 36 Causton Street, London, SW1P 4AU).

At this meeting you will be able to:

- Meet each other and LDBS colleagues
- Discover Diocesan House
- Learn more about the partnership between the LDBS and its schools
- Know how LDBS and GROW Education Partners can support you and your school.

Please confirm your attendance by emailing Jack Cracknell on [jack.cracknell@london.anglican.org](mailto:jack.cracknell@london.anglican.org)

## Raiseonline and Analyse School Performance (ASP)

Schools will be aware that Raiseonline ceases on 31<sup>st</sup> July and is being replaced by ASP.

The initial version of ASP has been released and new reports/features are being added as it is developed. You can access ASP through Secure Access: <https://sa.education.gov.uk/idp/Authn/UserPassword>. Your Secure Access Approver will arrange access for you. If you are not sure who your Approver is then ask the person who sends the data returns, such as the School Census, to DfE.

ASP will contain inspection dashboards for the last 3 years (found under List of Reports) but not data prior to that so you should download any other reports you want to keep from Raiseonline before 31 July.

The LDBS governor training sessions on data in the autumn term will introduce governors to the new system.

## Trees for Sacred Spaces

During the General Synod in March the Bishops of London, Southwark, Chelmsford and Salisbury were joined by the London's Deputy Mayor for the Environment to launch *Trees for Sacred Spaces*.

The project is being run by The Conservation Foundation with the support of the Mayor of London and the Dioceses of London, Southwark, Chelmsford and Rochester to encourage churches within London boroughs to work with their local communities to plant trees that increase the capital's canopy cover and make London a greener and healthier place.

Schools in the London Diocese can also take part in the project, planting trees selected by the London Tree Officers Association that will be available free to plant in November during Inter-Faith Week and National Tree Week. The twelve species of trees available (which include Rowan, Yew, Common Hawthorn, Crab apple and Strawberry tree) will help improve our air quality and the health of London's population and environment, as well as supporting bees by providing pollen, nectar or resin. For more information please visit the London Diocesan website on [www.london.anglican.org/kb/trees-for-sacred-spaces](http://www.london.anglican.org/kb/trees-for-sacred-spaces) or visit the Conservation website on <http://www.conservationfoundation.co.uk/trees/>

## Update from VWV Conference for Academies

An update from the VWV Conference for Academies has been placed on the [LDBS website](#) on the Policies and Downloads page. Two versions have been produced, one for academies and another for VA schools.

## Safe Haven Schools List

We are delighted by the positive response we have received from schools who have agreed to be included on a Safe Haven list in the event of a major incident. The list is available on the [LDBS website](#) under the Policies and Downloads page. We intend to keep this list open and will update it if more schools ask to be added.



## Safeguarding Advice

### Safeguarding Advice

If you have any safeguarding queries please do contact your link adviser or Helen Ridding by email on [Helen.ridding@london.anglican.org](mailto:Helen.ridding@london.anglican.org)

### Supporting children worried about terrorism

Alix Ascough, Headteacher of All Souls CE Primary School in Westminster, has kindly shared the school's document on 'How to support children worried about terrorism'. The document, which can be found on the [LDBS website](#) and in the document section of this bulletin, includes advice on:

- Listening to children's fears and worries and asking open questions on what they have heard or seen;
- Reassuring children it is normal to feel upset;
- Point out the heroes;
- Think about the language you use with children; and
- Encouraging children to do things that make them happy;

In addition to this both the NSPCC and Winston's Wish have published guidance to help parents and teachers talk to children about the attacks. For more information please visit the [NSPCC](#) and [Winston's Wish](#) websites.

### Pupil Emergency Contact Lists

You may have read recently a news item on the young Hackney boy who starved to death two weeks after his mother's death at home. The school the pupil attended tried to contact his mother after he was unexpectedly absent but as they only had one telephone number for the pupil they were not able to make contact.

The coroner has suggested that schools have more than one family member per pupil as an emergency contact and she commended the school for changing its systems to immediately visit a family home of a child who missed school unexpectedly. In light of this case we urge schools to check that they have up-to-date contact information for each pupil, and where necessary increase the number of emergency contact numbers they hold.

### ChildNet advice on SnapMaps feature (Snapchat)

Many of your pupils will use SnapChat. ChildNet have posted a thorough explanation of SnapMaps, a new feature of Snapchat, to ensure users stay safe. For more information please visit the [ChildNet website](#).



## HR and Recruitment Advice

### Guidance on how to manage probation

Following the introduction of new template contracts from the National Society for use in Church of England Schools, and the addition of a period of probation for teachers, the HR Team has produced some guidance on how to manage probation. The guidance can be downloaded from the [LDBS website](#) and is also provided in the document section of this bulletin. If you have any queries please contact your HR Link Adviser.

## Agency Workers and External Contractors Rates of Pay

As we approach the end of term and staffing arrangements are being finalised for the next academic year, we would like to take this opportunity to remind you of the commitment made by the Bishop of London that all staff working in our schools will be paid no less than London Living Wage. This includes any staff employed through an agency or through a company providing a service which the school has contracted out to an external provider.

If you have any questions please do not hesitate to contact your HR link adviser who will be happy to discuss this with you.



## Religious Education and Collective Worship

### RE Support (from September 2017)

From September 2017 Mary Thorne will be your main contact for RE support. Initially Mary will be working with schools who have been graded as Good or Satisfactory in their last SIAMS inspection and whose inspections are imminent. In most cases your link adviser will be providing RE support as part of the Core Service Support agreement.

### New RE Leaders course (primary schools)

On **29<sup>th</sup> September 2017** (1.30pm-4pm) Mary Thorne will be running a course for New RE Leaders in primary schools. This session will look at the roles and responsibilities of the RE subject leader and the distinctiveness of leading RE in a church school. A flyer with further details is available in the document section of the bulletin. If you would like more details or to book a place please email [valentina.colussi@london.anglican.org](mailto:valentina.colussi@london.anglican.org)

### RE Syllabus

Further RE units have been uploaded to the LDBS website, with more units expected soon. To access the units please visit the Policies and Downloads section on the [LDBS website](#) and select 'RE Syllabus 2017' from the drop down category menu.

### School Worship Calendar 2017-18

The new School Worship Calendar for 2017-18 is available on the LDBS website. The document lists key religious, historical and national dates for the entire academic year and is a useful resource for teachers.

### Prayer Spaces in Schools Day Conference

Prayer Spaces in Schools will be holding a day conference on Saturday 23<sup>rd</sup> September 2017 from 10am – 5pm at St Mark's Church, Battersea Rise. The Conference will celebrate 10 years of prayer spaces in schools which were first hosted in schools during the 2007-08 academic year. For more information or to book a place please visit the [Prayer Spaces in Schools website](#).



# Grow Education Partners

Website: [www.grow-education.org](http://www.grow-education.org)



: @Grow\_Education

## Grow Education Partners Service Provision

The new Grow Education Partners booklet for 2017-18 has now been sent out to all schools. The booklet provides the packages and services that Grow is offering to schools this coming academic year.

To sign up to one of these packages contact Jack Cracknell by [email](mailto:jack@grow-education.org) or telephone him on 020 7932 1175.

## Headteacher Performance Management Review Service

Grow will be supporting Headteacher Performance Management again this year and schools who are interested in using this service are encouraged to get in touch as soon as possible. To book this service there are 3 options:

1. Schools using package to fund review: no additional cost (minimum of one day of support will be used)
2. Schools who have purchased a Grow support package: £600 (excluding VAT)
3. Schools who have not purchased a Grow support package: £650 (excluding VAT)

For more information or to book a review please email [grow@london.anglican.org](mailto:grow@london.anglican.org)

## Grow Training and Development Programme

We hope you have already received our 2017/18 Grow Training Brochure which was recently sent out to all schools. The programme has been specially designed to provide Continuous Professional Development opportunities for Teachers, members of Senior Leadership Teams and Newly Qualified Teachers. This year, following requests from schools, we have included training for Designated Safeguarding Leaders.

The table below shows the training sessions provided in the Autumn term. You can select and register for any of these courses on the [Grow Website](http://www.grow-education.org) or by email to [grow@london.anglican.org](mailto:grow@london.anglican.org)

Subject area	Course Title	Date(s)
NQT Programme	The essential guide for NQTs	20 <sup>th</sup> September 2017
	Behaviour Management	8 <sup>th</sup> November 2017
	E-Safety	15 <sup>th</sup> November 2017
	NQT Online Safety	29 <sup>th</sup> November 2017
	Working effectively with parents, carers and outside agencies	13 <sup>th</sup> December 2017
Leadership Programme	Preparation for Senior Leadership	6 dates (starts 29 <sup>th</sup> September 2017)
	The Challenge of Headship	6 dates (starts 13 <sup>th</sup> October 2017)
Safeguarding	New in Role Designated Safeguarding Leader (DSL) training	2 <sup>nd</sup> October 2017
	Designated Safeguarding Leaders (DSL) training	13 <sup>th</sup> November 2017
Maths	Learning measuring through problem solving	4 <sup>th</sup> October 2017
	Developing children's number sense	18 <sup>th</sup> October 2017
	Early Number Sense: Beyond Counting in EYFS and KS1	6 <sup>th</sup> November 2017
Early Years	Developing good to outstanding practice in Early Years	2 <sup>nd</sup> November 2017
Literacy	Systematic Synthetic Phonics: EYFS and KS1	21 <sup>st</sup> November 2017
	Systematic Synthetic Phonics: KS2	21 <sup>st</sup> November 2017



## Governors & Governance

### Governors' Training Programme

The 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:

#### 2017/18 AUTUMN SCHEDULE

Wednesday 13 <sup>th</sup> September 2017	1.30pm – 4pm	Headteacher appraisal – the role of governors
Tuesday 19 <sup>th</sup> September 2017	9am – 4pm	Safer Recruitment
Monday 25 <sup>th</sup> September 2017	1.30pm – 4pm	New Chairs of Governors
Thursday 12 <sup>th</sup> October 2017	2pm – 4pm	Ofsted – the New Inspector Process
Tuesday 31 <sup>st</sup> October 2017	10am – 12.30pm	Strategic Financial Management for recently appointed Governors
Tuesday 14 <sup>th</sup> November 2017	10am – 3.30pm	New governors – introductory course
Thursday 16 <sup>th</sup> November 2017	10am – 12.30pm	Understanding Data to include RAISE online and the Inspector Dashboard for Primary Schools only
Thursday 16 <sup>th</sup> November 2017	1.30pm – 4pm	SIAMS
Monday 27 <sup>th</sup> November 2017	10am -12noon	Making Sense of Data (secondary schools): including the RAISE online replacement, inspection dashboard and performance tables
Thursday 7 <sup>th</sup> December 2017	9am – 4pm	Safer Recruitment

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

### Filling a LDBS Foundation Governor Vacancy

Does your school have a LDBS Foundation Governor vacancy? The LDBS has a governor pool of over 20 prospective governors looking to volunteer in Church of England schools. Each of these candidates has already been approved by the Appointments Panel and are waiting to find a suitable school. If you would like to see the governor pool database please email [governor.appointments@london.anglican.org](mailto:governor.appointments@london.anglican.org) or telephone: 0207 932 1159.

### Governing Body Minutes

Please send your governing body minutes directly to Leanne Gowar by post to: LDBS, 36 Causton Street, Pimlico, London, SW1P 4AU or email them to [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org)

### Applications for the Assessment-Only Route (AOR) to Qualified Teacher Status (QTS) for Primary and Secondary teachers can be made at any time in the year

**Suitable** for unqualified, experienced teachers, including those who trained abroad, who need to gain QTS. Candidates can apply for this route at any point throughout the year – and can gain QTS in their current school by portfolio and assessed practice. The whole process can be completed in one term.

**If you are:**

- ✓ An unqualified teacher with at least two years' teaching experience in two schools
- ✓ An experienced teacher, with a degree, who can achieve qualified teacher status (QTS) *without* any further training

**then apply now and you could be qualified within twelve weeks.**

Contact us now for further information: Tel: 0207 932 1126; Email: [admin@teachinglondon.org](mailto:admin@teachinglondon.org)

### Teacher Training Placements

Did you know....

- ✓ We still have vacancies – it's not too late if you would like to train this year!
- ✓ More than 65% of our trainees were Teaching Assistants before they joined us?
- ✓ More than half of them are training in the school where they worked?
- ✓ There are grants, maintenance loans, bursaries and scholarships available to help meet your training costs?

You can:

- ✓ Find out how to apply
- ✓ Learn about funding and finance
- ✓ Learn about different teacher training options open to you
- ✓ Get advice about how to write a great personal statement and get an interview.

Contact us now for further information: Tel: 0207 932 1126; Email: [admin@teachinglondon.org](mailto:admin@teachinglondon.org)

### Preparation for Teaching programme for Primary & Secondary Graduate Teaching Assistants

Are you thinking about teacher training in the future? The LDBS SCITT has developed a Preparation for Teaching programme for Primary and Secondary Graduate Teaching Assistants.

**Suitable** for graduate TAs who would like train to be teachers with School Direct in their school but who aren't ready yet. This one year programme, based wholly in school, will prepare and support you to move into teaching. Starting **2nd October 2017**.

**If you have:**

- ✓ A degree
- ✓ Interest in going on to teacher training

**then register your interest now and you could be beginning your teacher training programme this time next year!**

Contact us now for further information: Tel: 0207 932 1126; Email: [admin@teachinglondon.org](mailto:admin@teachinglondon.org)



## Resources and Educational Programmes

### Free CPR kit (secondary schools)

The British Heart Foundation is offering eligible secondary schools free CPR kits, with the aim of increasing Cardio Pulmonary Resuscitation (CPR) and Public Access Defibrillator (PAD) Awareness amongst secondary school pupils.

Across the UK there are over 30,000 cardiac arrests outside of hospital every year, but the survival rate is less than 1 in 10. Every second counts, because a delay quickly reduces a person's chance of survival. Since the British Heart Foundation launched 'Nation of Lifesavers' in 2014, nearly 1 million people in the UK have been trained through their Heartstart initiative and their Call Push Rescue programme. They have set themselves the ambitious target of training 5 million people to do CPR by 2020, and have already supplied 2700 schools across the UK with free 'Call Push Rescue' kits.

For more information and to see if your school is eligible for a free kit please email Rachel Piggott at BHF on [piggotr@bhf.org.uk](mailto:piggotr@bhf.org.uk) with your School Name and Postcode.

### Everyday First Aid Advice

The British Red Cross has provided a quick reference guide on all the key skills you'll need for treating a range of first aid scenarios. You may wish to share this resource with parents and the school community. To download the resources please visit the [British Red Cross website](http://www.britishredcross.org.uk).



## Upcoming events

### Secondary Headteachers' & Secondary Deputy/Assistant Headteachers' Meetings 2017-18

Secondary Headteacher meeting dates are listed below and are held at London Diocesan House. Secondary Deputy / Assistant Headteacher meetings are run jointly with Southwark Diocese Board of Education (SDBE), the venues are listed below.

Refreshments are available 30 minutes before the start of each meeting. To register for any of these meetings, to suggest agenda items or to join the mailing list please email [kate.roskell@london.anglican.org](mailto:kate.roskell@london.anglican.org).

#### Secondary Headteachers' Meetings

Thursday 5 <sup>th</sup> October 2017	2.30 – 4.30pm	London Diocesan House, 36 Causton Street, SW1P 4AU
Tuesday 6 <sup>th</sup> March 2018	2.30 – 4.30pm	London Diocesan House, 36 Causton Street, SW1P 4AU
Thursday 21 <sup>st</sup> June 2018	2.30 – 4.30pm	London Diocesan House, 36 Causton Street, SW1P 4AU

#### Secondary Deputy / Assistant Headteachers' Meetings

Wednesday 18 <sup>th</sup> October 2017	9.30 - 11.30am	London Diocesan House, 36 Causton Street, SW1P 4AU
Thursday 8 <sup>th</sup> February 2018	9.30 - 11.30am	SDBE, 48 Union Street, London, SE1 1TD
Tuesday 26 <sup>th</sup> June 2018	9.30 - 11.30am	London Diocesan House, 36 Causton Street, SW1P 4AU

## Secondary Heads of Sixth Form Network Meeting

Heads of 6<sup>th</sup> Form network meetings for the 2017-18 academic year have been scheduled. The meetings are run jointly with Southwark Diocese Board of Education (SDBE) and the venues are listed below.

Refreshments are available 30 minutes before the start of each meeting. To register for any of these meetings, to suggest agenda items or to join the mailing list please email [kate.roskell@london.anglican.org](mailto:kate.roskell@london.anglican.org).

### Secondary Heads of Sixth Form Network Meetings

Monday 3 <sup>rd</sup> July 2017	2.30 – 4.30pm	London Diocesan House, 36 Causton Street, SW1P 4AU
Tuesday 6 <sup>th</sup> November 2017	9.30 - 11.30am	SDBE, 48 Union Street, London, SE1 1TD
Wednesday 21 <sup>st</sup> February 2018	9.30 - 11.30am	London Diocesan House, 36 Causton Street, SW1P 4AU
Thursday 5 <sup>th</sup> July 2018	9.30 - 11.30am	SDBE, 48 Union Street, London, SE1 1TD

## SENDCO Network Meetings (primary & secondary phases)

SENDCO network meetings for the 2017-18 academic year have been scheduled. The meetings are run jointly with Southwark Diocese Board of Education (SDBE) and the venues are listed below.

Refreshments are available 30 minutes before the start of each meeting. To register for any of these meetings, to suggest agenda items or to join the mailing list please email [kate.roskell@london.anglican.org](mailto:kate.roskell@london.anglican.org).

### SENDCO Network Meetings

Tuesday 10 <sup>th</sup> October 2017	2.00 – 4.00pm	London Diocesan House, 36 Causton Street, SW1P 4AU
Wednesday 24 <sup>th</sup> January 2018	2.00 – 4.00pm	SDBE, 48 Union Street, London, SE1 1TD
Thursday 26 <sup>th</sup> April 2018	2.00 – 4.00pm	London Diocesan House, 36 Causton Street, SW1P 4AU

## LDBS Headteachers' Conference

Please hold the 7<sup>th</sup> – 9<sup>th</sup> March 2018 in your diary for the next residential LDBS Headteachers' Conference at Sandbanks in Poole. More details will be available in the Autumn term.



## Reminders

### LDBS Newsletter

We really enjoy hearing about our schools and their achievements, whether they are academic, sporting, musical or just entertaining. If any school 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 Spring events. Please send all items by post, email or fax to: Mitch Gallacher at LDBS, Diocesan House, 36 Causton Street, London, SW1P 4AU; Fax: 020 7932 1111; Email:

[mitch.gallacher@london.anglican.org](mailto:mitch.gallacher@london.anglican.org)

***Please make sure you have parental permission for any photos.***

### School Anniversaries in 2018

Are you celebrating a significant anniversary in 2018? If you are celebrating in 2018 please let us know by emailing [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org).

### Determined Admissions Policies

Please remember to send a copy of your determined arrangements to Penny Harvey as soon as possible (email: [penny.harvey@london.anglican.org](mailto:penny.harvey@london.anglican.org)). You will also need to send a copy to your Local Authority.



## Document Contents

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## All Souls

CHURCH OF ENGLAND PRIMARY SCHOOL

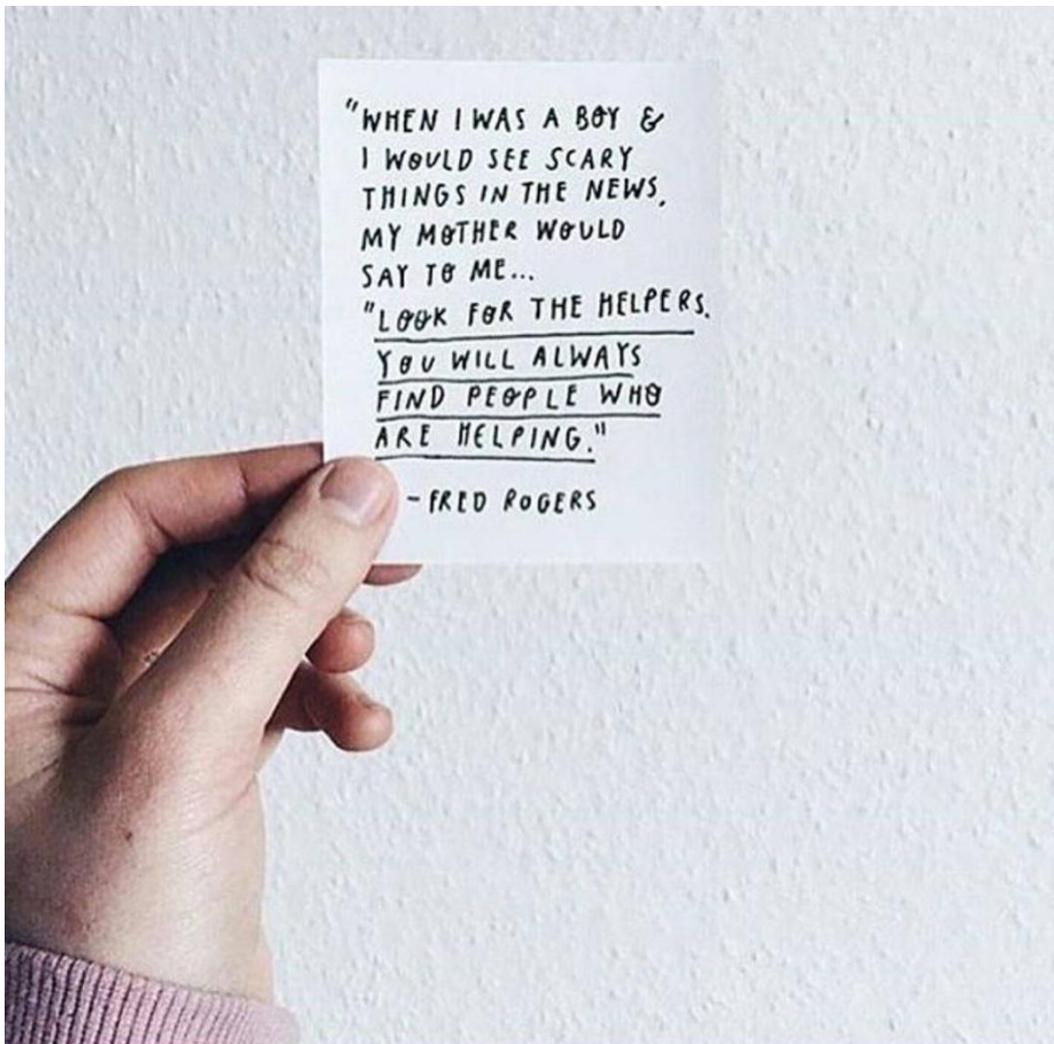
Foley Street, London W1W 7JJ

02076414707

[office@allsoulsprimary.co.uk](mailto:office@allsoulsprimary.co.uk)

### Supporting children worried about terrorism

- **Listen to their fears and worries, ask open questions about what they have heard or seen:**  
*Our natural response is to want to protect and shield children from the reality of terrorism, with today's social media that is not always easy to do. We need to focus on arming them with balanced information, compassion, hope and a chance to develop their resilience.*  
*Asking how and what questions such as how are you feeling about what you saw/ heard? Or what have your friends said about what happened? Can help you gain an insight in what a child is trying to establish and understand.*  
**DON'T ASK LEADING QUESTIONS**
- **Reassure children it is normal to feel upset:**  
*It is important to remind children that being sad, worried or angry when awful things happen in the world around them is okay.*
- **Point out the heroes:**  
*Showing children how people are actively trying to help really helps children to feel safe. Remind children real heroes don't wear capes and have superpowers. The real heroes are our police officers, the paramedics, the people who offer victims a place to stay or a cup of tea. People who show our Christian values of kindness and courage.*
- **Think about the language you use with children:**  
*Words around trauma such as awful, horrific, horrendous don't translate much meaning for children and can be frightening. If children are talking to you about what they have heard or seen use language that holds more meaning for them and connect with the emotions they may be feeling or noticing in others, such as sad, worrying, frightening, kind and brave*
- **Reassure Children:**  
*Children only feel safe if they are led to believe so by the adults around them. Reassure children that they are cared for and that they are lots people of people making sure they are safe.*
- **Encourage children to do things that make them happy:**  
*Talk to children about things that make them happy, encourage them to watch their favourite film, play with their favourite toy, read their favourite book. If children are having sad thoughts encourage them to have positive thoughts too especially before going to bed.*



"WHEN I WAS A BOY &  
I WOULD SEE SCARY  
THINGS IN THE NEWS,  
MY MOTHER WOULD  
SAY TO ME...

"LOOK FOR THE HELPERS.

YOU WILL ALWAYS  
FIND PEOPLE WHO  
ARE HELPING."

- FRED ROGERS



# Guidance on Managing Probation

June 2017

## Introduction

National Society contracts now include the following clause in all contracts for teaching and support staff:

'The Post will be subject to a probationary period of 1 term, during which time either party may give to the other not less than 1 week's written notice of termination. The Employer may extend the Employee's probationary period unilaterally for such further period as it sees fit, provided always that the total probationary period shall not exceed 2 consecutive terms (save in exceptional circumstances).'

The aim of this guidance is to help schools to make effective use of this provision while remaining legally compliant. Even though new employees do not have enough service to accrue employment rights, schools should still follow a fair and consistent process as employees have the right to make an application to an employment tribunal of unfair dismissal based on race, gender and disability.

## Step 1

On appointing new members of staff ensure that they have an up to date job description and understand the requirements of their role within your particular school. If there were areas at interview which were slightly weaker, you may decide to address this by providing training or coaching from an experienced member of staff.

A clear induction plan during the first week is a helpful tool to enable a dialogue to evolve between staff and management. It is important that new members of staff are able to ask questions to help them to settle into their new role. If possible, regular weekly 'catch ups' with their line manager should be established. It's important that any area of concern is addressed immediately with a short meeting followed by an email or memo confirming what was discussed. This is helpful, in the event that probation is not ultimately successful.

Performance targets should be considered at this point in line with those of other staff within the school.

## Step 2

Before or shortly after the first half term break (or at around 6 weeks), a mid-term review should be scheduled to discuss performance and any areas of development, or to confirm that the employee is successfully carrying out the role. The school may decide, at this point, that they wish to extend the period of probation, especially if absence has interrupted the initial period of employment or there are a number of concerns which have been highlighted already. A model template for the meeting is attached one copy should be retained by management and one by the employee. **(Appendix 1)**.

## Step 3

About two weeks before the end of term either:

- Meet and/or write to the employee confirming that the employee has successfully passed their probation **(Appendix 2)**
- Meet with the employee to confirm that their period of probation is being extended and explain the reasons why. This should be followed by a letter confirming this and setting out the reasons for the decision and explaining that the previous steps will be repeated during the following term **(Appendix 3)**
- A meeting with the Headteacher where the employee is informed that they have not successfully completed their period of probation and confirming that their contract of employment is being terminated. This should be followed up in writing setting out the reasons for the decision and stating that the employee has a right to appeal to a panel of governors in the presence of their trade union representative. **(Appendix 4)**

## Exceptions to this process

**Sickness** – if an employee has had poor attendance during the probation period due to sickness, it can be extended to ensure that they are in work for the equivalent of one term before making an assessment on their suitability. Extended sickness absence should be handled under the sickness absence procedure to protect the school from accusations of discrimination under the Equality Act 2010 on the grounds of disability.

**Existing Employees** - There may be occasions when an existing member of staff undertakes a new role on different terms and conditions within the school and governors decide to use their discretion and retain the period of probation clause in their new contract (ie a teacher may be promoted to Headteacher or a TA may join the admin team). Under these circumstances the employee may well have full employment rights due to their length of service and unsatisfactory performance during this period should be addressed under the school's capability procedures.

Support staff have been subject to a period of probation in their contracts for many years and fortunately examples of failing to meet the requirements are rare. As long as the school has raised concerns throughout the period and don't wait until the 'last minute', ending employment is straightforward.

**Appendix 1**

**1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Probation Review Meeting – Date.....**

**Name of manager conducting review: .....**

**Name of Employee:.....Start date:.....**

**Job title: .....**

**Overall Conduct (punctuality, relationships with staff etc)**

**Overall performance and effectiveness (Refer to performance targets)**

**Areas of Improvement**

**I agree that this is an accurate record of the meeting: Signed.....**

**Appendix 2**

**Letter confirming that the period of probation has been successfully completed**

Date

Dear.....

**Job title**

I am pleased to confirm that you have successfully completed your period of probation and I can formally confirm your appointment to the above post.

I would like to thank you for your contribution to xxxxxx school so far and hope that you enjoy working with us going forward.

Yours sincerely

**Executive Headteacher, Headteacher, Head of School or SLT Member**

**Appendix 3**

**Extension of probation period**

Date

Dear .....

**Job Title**

Following your review meeting on ..... where the areas of improvement listed below were identified I can confirm that your period of probation has been extended until ..... to give you an opportunity to improve and to reach the standard of performance required to successfully carry out the role.

*List areas of Concern with any agreed training or action to facilitate an improvement.*

A further review will take place on..... to discuss your progress. If you have any questions please do not hesitate to let me know.

Yours sincerely

**Executive Headteacher, Headteacher, Head of School or SLT Member**

## Appendix 4

### Unsuccessful probation

Date

Dear.....

#### **Job Title**

Following your review meeting on ..... I am writing to confirm that, as discussed, you unfortunately have failed to make the necessary improvements in the areas listed below and I am unable to confirm your appointment to the above post.

*List areas of concern and any training or action taken to address them*

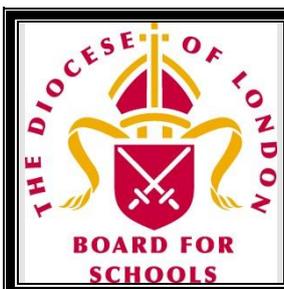
In line with 5.2 of your contract of employment you are entitled to one weeks paid notice *(or we have decided to use our discretion and pay you notice until the last day of term/holiday)*.

You have the right to appeal against this decision. If you wish to do so please contact the Chair of Governors by .....*(5 working days)* in writing stating the ground on which you are appealing. You will be invited to a meeting with a panel of three governors and may be accompanied to that meeting by a trade union representative or work colleague.

If you have any other questions, please let me know.

Yours sincerely

**Executive Headteacher, Headteacher, Head of School or SLT Member**



London Diocesan Board for Schools

**Subject Leadership: Course for New RE Leaders**

**New to RE Leadership?**

The LDBS would like to invite all new RE Leaders to a course designed to help you in your new role. This session will look at the roles and responsibilities of the RE subject leader and the distinctiveness of leading RE in a church school.

**Subject Leadership: Course for New RE Leaders**

**Friday 29<sup>th</sup> September 2017**

**London Diocesan House  
(36 Causton Street, Pimlico, SW1P 4AU)**

**1.30pm to 4.00pm**

**There is no charge for this meeting.**



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**Attendance Form**

I will be attending 'Subject Leadership: Course for New RE Leaders'  
on Friday 29<sup>th</sup> September 2017.

NAME: .....  
(first name) ..... (surname)

SCHOOL \_\_\_\_\_ LA \_\_\_\_\_

CONTACT TEL No. \_\_\_\_\_ EMAIL: \_\_\_\_\_

To book a place on this course please fill in the above form and return by fax on 020 7932 1111 or post: LDBS, London Diocesan House, 36 Causton Street, London, SW1P 4AU. Alternatively email Valentina Colussi on [valentina.colussi@london.anglican.org](mailto:valentina.colussi@london.anglican.org) giving details of the course you would like to book onto.