



The news and information bulletin from the A & B Diocesan Education Service



November 2019



Director's Letter

The clocks have gone back, the long days of Summer are behind us and the evenings are drawing in. We have recently marked Remembrance Sunday and Armistice Day, which fell on Sunday November 10 and Monday November 11 this year. These two days gave us the opportunity to reflect not only on the many millions who have fought for us over the years, but also what they fought for. We mark the wars that have scarred our past and the bravery of the men and women who fought them. November 11, 2019, also known as Armistice Day, marked 101 years since the end of the First World War; as a result a range of tributes and commemorations have taken place across the country.

The poppy's origins as a symbol of remembrance lie in the First World War poem *In Flanders Fields* by Canadian officer and army surgeon, John McCrae, first published in December 1915. Its opening lines refer to how the flowers grew from the graves of soldiers across Western Europe during the conflict. Poppies grow where soil has been disturbed – in this case, by war:

*In Flanders fields the poppies blow
Between the crosses, row on row*

In November 1918 an American woman called Moina Michael came across John McCrae's *In Flanders Fields*. Ms Michael was so moved that she made a personal pledge to "keep the faith". She felt compelled to make a note of this pledge and hastily scribbled down a response entitled "We Shall Keep the Faith" on the back of a used envelope. From that day she vowed to wear and distribute a red poppy of Flanders Fields as a sign of remembrance.

*Oh! You who sleep in Flanders Fields,
Sleep sweet - to rise anew!
We caught the torch you threw
And holding high, we keep the Faith
With all who died.*

The practice of wearing a poppy in remembrance quickly spread to the UK, where the first ever Poppy Day was held on 11 November 1921, the third anniversary of Armistice Day. It was adopted as a symbol by the newly formed Royal British Legion, a charity established to provide support for members and veterans of the British Armed Forces and their families.



Their first Poppy Appeal in 1921 raised £106,000, with the appeal growing from the manufacturing of poppies in a room above a shop in Bermondsey, South London in the 1920s, to a facility in Richmond where 50 ex-servicemen and women now work all year-round, producing tens of millions of the symbolic flowers to raise funds for those who survived but for whom the war is never going to be over.

Whilst as Catholics we pray continually for peace, war remains a reality far too many have come to know. Peace is not dependant on what is going on around us, but on what is going on within. True peace is not merely the absence of war or the fragile exhaustion that exists in the aftermath of conflict, when lives have been torn apart, relationships broken, infrastructure destroyed, and homes demolished. Rather, the God-given peace that our Creator desires for us is built on justice, where everything and everyone is in right relationship with each other and can reach their God-given potential.

Catholic schools are intended to enable children and young people to grow to their God-given potential. They exist to make God known and play a key part in the Church's mission in education, placing Christ and the teachings of the Church at the centre of people's lives. Catholic schools are instruments of the Church, reaching out to the children and young people of our communities with Christ's teachings about life, death, and resurrection. They pay regard to the formation of the whole person, so that "all may attain their eternal destiny".

The attainment of eternal destiny leads back to my starting point, i.e. Remembrance Sunday and Armistice Day. As Catholics we hold firm to the belief that death is not the end. St Paul reminds us that 'In Christ shall all be made alive' (1 Corinthians 15:22). Dedicated to the Holy Souls, the entire month of November falls during Ordinary Time, as represented by the liturgical colour green. This symbol of hope is the colour of the sprouting seed and reminds us of our hope of reaping the eternal harvest of heaven, especially the hope of a glorious resurrection. Jesus died and rose again, so we too can have life beyond the grave. We are known by a loving God who gave his Son so whoever believes in Him will have eternal life.

May we and all those in our care live with that same resurrection hope.

As you mark this special month of remembrance with your school communities, I would like to thank you for all you do to promote the Gospel values of justice and peace and for making Catholic schools places of hope and faith in the resurrection.

Warm wishes,

Marie Ryan

Data Request to Primary and Secondary Schools and Academies

As outlined in the September edition of the Alpha Beta, we are sending out emails (titled 'Data Request') to schools and academies in the middle of November to request data. This data is crucial for effective place planning in the Diocese.

In previous years, schools have been very helpful in providing the data requested in a timely manner. We would be very grateful if the requested information can be returned to us **by the end of November 2019**.

With many thanks to schools that have replied already and thank you in advance to schools who will assist us shortly.

Contact: Simon Parr (simon.parr@abdiocese.org.uk) 01293 511130

Admissions – Latest Updates

Further to the admissions items that were detailed in the September edition of *The Alpha Beta*, a couple more have arisen in the intervening period. A few days ago, the Head of Admissions at Surrey County Council wrote to Surrey schools with updated guidance. Most of the points that were raised are satisfactorily covered within the Diocesan Guidance and model policies/SIFs. However, following recent Adjudications, there are a few areas where we would suggest schools update their admission arrangements for 2021-22.

1. **Use of a relative's address and a temporary address**

In a determination against a Sutton school this year, the Schools Adjudicator ruled that the admission arrangements could not rule out a relative's address being used as a home address. This was because there may be cases where a child did ordinarily live at a relative's address and to preclude this address from being used would be unfair and unreasonable and thus non-compliant with the Admissions Code

Similarly with a temporary address, the Adjudicator's view is that it is both unreasonable and unfair not to treat a temporary address of a child as their home address where this is the only home address the child has and that to treat a child's only home address as not being his or her home may be indirectly discriminatory on the basis of race and therefore unlawful in some circumstances.

We would therefore suggest that schools add the following sentence (in red) within the school's applicable note on either **Distance** or **Home Address** (N.B. most schools will have one or other of these).

A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement OR, if it is a relative's address or temporary address, it is the 'main place of residence'. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

2. Multiple births

In a determination against a Surrey school this year, the Schools Adjudicator ruled that the statement 'Where it is not logistically possible to offer each child a place' within the section on multiple births was not objective. As a result of this determination, we would advise schools to remove the wording 'where logistically possible'.

For schools that use random allocation as a tiebreaker, we would suggest the following wording for the *Multiple Births* note:

In the event of applications from parents/carers relating to children of multiple births (e.g. twins or triplets etc.), the governing body will admit twins and all siblings from multiple births within the same criterion. Where there are children from a multiple birth from the same criterion, the children will be ranked consecutively following the random allocation for the first multiple birth sibling i.e. the ranking of the first multiple birth child will determine the ranking of the second and so on.

Admissions Tutorial for schools – for setting 2021-22 admission arrangements



The Education Service has again produced an online Admissions Tutorial for schools to set their admission arrangements for 2021-22. The Tutorial can be found on the Education Service website at: www.abeducationservice.org.uk ; we would urge all schools to use it.

The Admissions Tutorial is designed to help all schools (whether consulting or not) and to walk them through the process of setting admission arrangements for 2021-22. It lists and clarifies the statutory deadlines and highlights any necessary date changes or other amendments.

In the last *Alpha Beta* we asked schools to look at the admissions tutorial, consider the issues raised in the September *Alpha Beta* and to contact Simon Parr as soon as possible to outline the status of their 2021-22 admission arrangements. If your school has not done so, please can they do so **before the end of November 2019**.

Contact: Simon Parr (simon.parr@abdiocese.org.uk) 01293 511130.

Buildings & Finance Matters

Buildings

LCVAP from 2020 onwards (School Condition Allocation (SCA))

Many thanks to all for getting your bids in by the deadline. We shall spend the second half of the term validating and reviewing the bids received; we plan for a panel to prioritise them in January 2020 and will aim to inform schools as early as possible whether they have been successful or not. Projects will not be able to be commenced, alas, until April 1.

Devolved Formula Capital Grant

Several of you have noticed that the annual DFCEG assurance programme has not run this year. Usually the ESFA ask Governors in about May to make a return showing how much DFCEG has been spent in the previous financial year; given that the funding stream has a three-year lifetime, this exercise is helpful to schools in keeping track of how much of each prior year's money is still unspent. The last time that they didn't run the reassurance exercise, some schools found that they had a little difficulty in reconstructing the DFCEG account.

Whilst the ESFA have assured us that they do indeed intend to ask for the return for last year at some point (soon, they say!) it seems plausible that this may not happen until next year, when they will ask for two year's returns together. So be warned.

It is good practice to identify the balance of each previous year's funding separately in the Governors' Fund accounts.

SBM Forum

Thirty SBMs attended the meeting of the Forum in October 2019 where we discussed how to shape the LCVAP process going forward, shared updates and views on topics including surveys, financial benchmarking, contracts, policies, part-time FTE calculations (and mis-calculations). Rachel Hutson from St Anne's, Banstead led a good session where we shared ideas for improving staff welfare.

The next SBM Forum meeting will be on Monday 5 February 2020 at the St Philip Howard Centre in Crawley. It starts at 10.00am with networking lunch at noon and finishes by 12.30. Book your place now at www.abeducationservice.org.uk/ViewArticle/?section=Courses&id=1005 – and if you have a topic you would like explored at this meeting – please let us know!

Governor Accounts

Bank Accounts

HSBC have now identified a way of transferring Governors' Bank Accounts (currently held under the Diocesan umbrella account) into the ownership of the Governing Body (as recommended by the Diocesan auditors). Two schools are currently working through the process so that we can identify any pitfalls or ways to make this easier. Our grateful thanks to them; we look forward to being able to roll this out to the rest of you once we are reassured that we have a process that works well.

Accounts reassurance

In line with the philosophy of having Governors' accounts separate from the Diocese, it is inappropriate for the Diocese to ask for an annual return as has happened in the past, and this will not now be done.

Governors should in any case have the Governors' account (and any other non-LA controlled account) examined independently. An independent examination will confirm that the accounts as presented to Governors is in accordance with the records. This is not an audit, which would verify that the underlying records are correct; being a simpler process it is much quicker and cheaper.

The examiner, however, should truly be independent – not someone connected to the school in any way, so not a Governor, employee, volunteer, relation to any of these nor anyone with any other commercial relationship with the school. And if the turnover through the Governors' fund

exceeds £250,000, the examiner is required by law to be a member of an approved professional body.

The Local Authority has the audit responsibilities for the general public funds; the VA school's Governors' account is an anomaly, in that public money (DFCG and any LCVAP) go into an account which is not under the eye of the Local Authority. The ESFA do, in fact, randomly audit Governors' accounts – not a high percentage, but it has happened to schools in this Diocese.

Note that accounts for Governors' funds should be prepared on an income and expense basis (no accruals).

As mentioned under the Buildings items, DFCG poses a particular challenge, as each year's allocation has a three-year lifetime. Best practice is to keep a separate account for each year's allocation, with separate accounts for any other capital project (LCVAP, for instance) and a separate account again for governor-raised, non-public funds (parental contributions or grants).

The balances should be presented to each meeting of Governors together with the relevant bank statement, to provide in-year reassurance that the cash is actually in the bank. Income and expenditure accounts can then clearly show that bills for capital works are being met 90% (or less) from government funds and 10% (or more) from governors' own resources. If any school is looking for help in improving their control and understanding of governors' funds, do ask and we will happily see what we can do to help.

Mark Brunet, Buildings Officer contact: Mark.Brunet@abdiocese.org.uk

Note to Clerks

- The Education Service is reviewing the Governor Strategy with one particular focus on Governor training. Please keep looking at the Education Service Website for updates and new Governor training initiatives. www.abeducationsservice.org.uk/
- Please make every effort to attend Clerks briefings. This year vital information will be communicated about governor training and how this will be developing over the next year. In the November briefing we will be covering Admissions, Recruitment, the new Ofsted Framework, and Governor Training as well as our usual reminders and networking.

Please note that we have now secured venues for the Summer Term Clerks briefings.

Clerks Briefings

Wednesday 27th November 2019

10.00- 12.00

St Philip Howard Centre, Crawley

Tuesday 2nd June 2020

10.00 – 12.00

Regional – St Joseph's Catholic Primary School, Guildford

Tuesday 9th June 2020

10.00 – 12.00

Regional – Cardinal Newman Catholic School, Hove

- Schools have recently changed their email addresses for staff, in the main supplying all employees with a school email address. Please make sure that we have up to date contacts for you, email most importantly but a contact phone number as well.

- A reminder that:-
As promised the Foundation Governor Application Form is now available for download from the Education Service website.

<https://www.abeducationservice.org.uk/ViewArticle/?section=Resources&id=963&subject=Governor%20Resources>

This is located in Governor Resources.

Please make sure that all areas of the form are completed in full. The completed application form should be sent to:

Marie Ryan, Director - Diocesan Education Service, St. Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex RH10 6RP.

The process for appointing a foundation governor remains unchanged, hard copy forms are still available on request if required.



The feast of St Philip Howard is celebrated on Monday 19th October 2020. The Diocesan Secondary School Pilgrimage is planned to take place on one of the days during that week. The pilgrimage is a chance for our all our Secondary schools to come together during Holy Mass and an opportunity to celebrate the funds our schools have collected for the Crisis Fund.

Further details will be made available to schools as soon as they are available.

Help stop chocolate disappearing!

The Diocese of Arundel and Brighton is a Fairtrade Diocese, a status conferred by the Fairtrade Foundation. The Diocesan Fairtrade Group aims to raise awareness about Fairtrade labelled products, especially those sold by Traidcraft, which support fair terms of trade, decent working conditions and local sustainability for farmers and producers in the developing world – a principle where ‘local is helping global’. In addition the Group encourage the Fairtrade movement through our churches, schools and local communities. Traidcraft is celebrating its 40th year and the Fairtrade mark is 25 years old.

Many of our Diocesan schools are Fairtrade schools but there is always room for more. The programme involves three elements - Fairtrade Aware, Fairtrade Active and Fairtrade Achiever. Schools should contact the Fairtrade Foundation (www.schools.fairtrade.org.uk) for further information. A wide range of resources from nursery to secondary is available and free lesson plans, assembly scripts, videos, games & more can be downloaded. Schools can also join in Fairtrade Fortnight which in 2020 runs from 24 February - 8 March 2020. The theme is centred around cocoa farmers who are facing great difficulties. Crucially no cocoa = no chocolate! (see www.fairtrade.org.uk)

In addition schools can support Fairtrade by buying Fairtrade footballs, netballs and rugby balls from BALA Sports (www.balasport.co.uk) and Fairtrade school uniform from Koolkools (www.koolkools.co.uk).

A & B Grandparents' Week – Saturday 28 September to Sunday 6 October 2019



For several years, the Diocese has encouraged the celebration of the ways that Grandparents and honorary Grandparents have enriched our lives in our homes, schools and parishes. They play a pivotal role in maintaining prayer at the heart of family life and in passing on the faith.

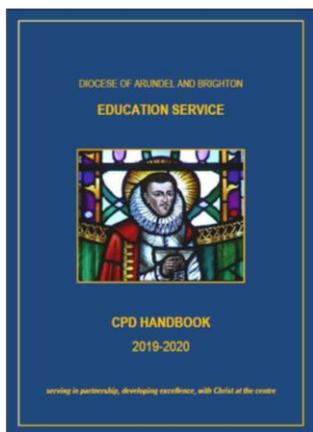
Schools have been excellent in finding ways to celebrate grandparents and inviting grandparents in their community into the school. These creative events proved to be successful once again in 2019. One such event this year (see photo left) took place at St Peter's Catholic Primary School in Leatherhead.

Upcoming Courses and Events

CPD DATES FOR DECEMBER 2019/SPRING TERM					
DECEMBER					
Friday	6	Leadership Development	Development day for Deputy Heads and Assistant Heads	9.30 – 15.15	St Philip Howard Centre
Tuesday	10	Primary RE	Assessment in Primary RE	9.30 – 15.15	St Philip Howard Centre
SPRING TERM 2020					
JANUARY					
Wednesday	15	Catholic School Inspection	Preparation for a Catholic school inspection	9.30 – 12.30	St Philip Howard Centre
Wednesday	22	Primary RE	RE and the Creative Curriculum	9.30 – 15.15	St Philip Howard Centre
Friday	24	Chaplains	Support for School Chaplains	9.30 – 15.15	School Based TBC
Wednesday	29	Primary RE	'Come and See' planning – sharing best practice	9.30 – 15.15	St Philip Howard Centre
FEBRUARY					
Monday	3	Governors	Outstanding Governance: Providing effective support and challenge	18.30-20.30	Regional TBC
Wednesday	5	School Business Managers	School Business Managers' Forum	10.00 – 12.30	St Philip Howard Centre
Thursday	6	Secondary RE	Secondary Heads of Department (Day 2)	9.30 – 15.15	St Philip Howard Centre
Tuesday	11	Primary Headteachers	Primary Headteachers' Conference	9.30 – 15.15	External Venue TBC
Wednesday	12	Primary RE	NQT Induction (Day 2)	9.30 – 15.15	St Philip Howard Centre
Friday	28	Primary RE	RE Coordinators' Day (Day 2)	9.30 – 15.15	St Philip Howard Centre

MARCH					
Monday	2	Governors	Outstanding Governance: Providing effective support and challenge	18.30 – 20.30	Regional TBC
Thursday	5	Headteachers / Governors / RSE Leads	Primary and Secondary RSE Conference	9.30 – 15.15	St Philip Howard Centre
Friday	20	Leadership Development	Middle Leaders' Day (Day 2)	9.30 – 15.15	St Philip Howard Centre

2019-20 CPD Handbook available



The Education Service CPD Handbook for the academic year 2019-20 is available.

Full details of all courses for the academic year are listed in the Handbook. You can also find the full list on the Diocesan Education Service website at www.abeducationservice.org.uk/Courses/.

As well as details of the individual courses during the academic year 2019-20, the website also provides the facility to book onto the specific courses.

CES Model Application Forms

We have been reminded by the Catholic Education Service (CES) concerning the CES model application forms on their website.

Please note that the model forms should not be used as final versions and need to be adapted. The new GDPR regime requires these adaptations are made and the forms have a section specifically for this. The CES have emphasised that it is essential that schools use suitably adapted versions reflecting the specific privacy arrangements that are in place.

The CES is still being contacted by applicants who have been directed by their schools directly to the CES website and to the CES model forms. The CES has asked us to remind our schools to adapt the new forms and host them on their own websites, rather than direct them to the model forms.

Recent Appointments

NEWLY APPOINTED HEADTEACHERS		
Name	School	With Effect From:
Paul Barber Headteacher	Our Lady of Lourdes Catholic Primary School, Rottingdean	January 2020

Current Vacancies

Headteacher Vacancies		
	School	With Effect From:
Headteacher	St Mary's Catholic Primary School, Crowborough	September 2020
Headteacher	St Bernadette's Catholic Primary School, Brighton	September 2020
Headteacher	St Anne's Catholic Primary School, Banstead	January 2020
Headteacher	St Mary Magdalene Catholic Primary School, Bexhill-on-Sea	September 2020

Please may we remind colleagues that the Bishops' Conference has a very clear stance on the posts of Headteacher, Head of School, Deputy Headteacher, Head of RE and Chaplain. These posts must be reserved for practising Catholics and clearly advertised as such. In view of this, a senior member of the Diocesan Education Service (DES) is obliged to represent Bishop Richard in the recruitment process for any of the above positions, even if a post is part-time.

With this in mind, it is essential when recruiting for any of these positions that the school liaises with Gill Sajnog (gill.sajnog@dabnet.org or 01293 511130) in advance of any advertisements being placed or before any dates are agreed. Gill co-ordinates our recruitment diary and is the first port of call for these matters. The updated *Memorandum on the Appointment of Teachers to Catholic Schools* can be found at:

www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools