

17 March 2023 (Issue 47)

B-Comms is the fortnightly newsletter for Church of England schools who are Members or Associate Members of St Benet's Multi Academy Trust: Alburgh with Denton Primary, Cringleford Primary (Associate Member), Dickleburgh Primary & Pre-school, Diss Junior Academy, Diss Infant Academy & Nursery, Garboldisham Primary, Harleston Sancroft Academy, Hethersett Primary (Associate Member), Morley Primary, Newton Flotman Primary, St Mary's Junior, Tacolneston Primary, Scole Primary.

Schools working with us through the DfE's TSIO programme are: Acle Primary; Catfield Primary/Hickling Infant/Sutton Infant (the Swallowtail Federation); Happisburgh Primary and St Mary's Endowed Primary Roughton (the Lighthouse Federation); Little Plumstead Primary; Worstead Primary.

Good News Stories

Exciting Visitors at Beacon Federation Schools!

Dickleburgh Primary Reception Class Host Visit by Miniature Donkey



Reception pupils at **Dickleburgh Primary Academy** were excited to welcome a new class member recently. Basil is a baby Miniature Donkey and his visit was part of the class theme on Farming and their British Science Week activity to look at Animals and Life on Land.

Basil particularly enjoyed meeting all the children and choosing a reading book!

Garboldisham Primary Pupils Keep Fit with Zumba



Staff and parents joined Garboldisham Primary Reception pupils in a Zumba fitness session as part of their theme of Keeping Healthy.

17 March 2023 (Issue 47)

Good News Stories

The Bishop of Norwich Opens New Group Room at Worstead Primary



In January the Bishop of Norwich officially opened a new Group Room at Worstead Primary, a St Benet's North school. Headteacher Nick Read tells us about the event:

"31 January heralded the official opening of our newly-built Group Room. In the course of its design we were also able to extend and rebuild Swifts classroom and both rooms now benefit from a modern wet area. I am very pleased to say that the new spaces are everything we could have wished for. The children of Worstead are already benefitting from the additional flexibility this allows our staff in their daily teaching. It's amazing how such a relatively small change to how a building is used can make such a difference."

"Our guests included representatives of the people involved with our school and this project in particular: our school governors,

parent volunteers, the Diocese of Norwich, the builders themselves, the Parish Council and a very honoured guest, Bishop Graham. The Bishop put on a special assembly for the children, demonstrating how to hook 'lost sheep' with his crozier, before cutting the ribbon on the Group Room and declaring it open."



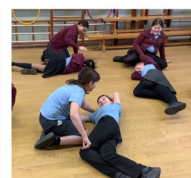
Nick concludes, *"But of course the most important people in all of this are our children, and with this project now finished, our children's education will remain at the highest standard in the years to come."*

First Aid Training at Alburgh with Denton Primary

Alburgh with Denton Primary were pleased to have a First Aid training day for all of their pupils last week, which was generously funded by FADs (Friends of Alburgh and Denton).

Ian and Steve from Applied First Aid worked with all classes from EYFS to Year 6, teaching them parts of the body, who to call in an emergency, what to do if someone is choking and how to put someone in the safe airway position.

The children all enjoyed their day and now have an important life-skill.



17 March 2023 (Issue 47)

Prayer for the Day

The Church of England have an app called Time to Pray, which releases a new prayer twice a day as a short podcast for you to listen to. Today's prayer can be heard [here](#).



Reminders

Central Team Location

The Diocese of Norwich Education Team (St Benet's, DNEAT and DoNESC) are based at **Orchard House, Hall Lane, East Tuddenham, Norfolk NR20 3LR**. This is also now the registered address for St Benet's MAT.

The central phone number for St Benet's is **01603 550147**.



Press & PR

Our PR Officer, **Kate Morfoot**, should be your first point of contact for any press/media enquiries or if you have any good news stories from your academy which you would like to publicise. Her contact details are: **07803 590 728** (inc out of hours) and press@stbenets.org.

Footprints & Schools Flyer

Footprints magazine and the Schools Flyer are circulated to all Diocesan schools. The latest editions can be read [here](#). Future themes will be: April—The Journey to Net Zero Carbon by 2030; June—Nursery and Early Years Provision.

If you would like your school to be featured in Footprints please contact Holly Davy, PA to the Diocesan Director of Education, at holly.davy@dioceseofnorwich.org.

Vacancies

For vacancies at St Benet's MAT please visit: www.stbenets.org.

Please email your vacancies to: robyn.redman@donesc.org.

17 March 2023 (Issue 47)

Operational Updates-1

Safeguarding

Please note that Manny Singh at Tasc Cura has left and your contact is now Taj Marwah, Product Manager. He can be reached on:

Tel: 01902 824281 | Mobile: 07745 795118 | Email : taj@tascsoftware.co.uk

iAM Compliant

Since Summer 2021 the Trust have been working with a new Management Information System which supports compliance across all our academy sites.

Business Managers and the premises team have worked hard to ensure that the relevant health and safety legislation is adhered to and also policies, procedures and training pertinent to individual sites have been uploaded. Staff members will now be receiving an invitation by their work email address to join iAMS if they have not already received it.

Staff are required to check their work emails and accept this invitation (please note the system will keep sending reminder emails to staff and to the Trust if staff have not accessed and accepted this invitation).

As changes to policies and procedures, new starter information, a wealth of training modules and much more will be accessed via iAMS we ask staff to make sure they are logged in. If you have not got an invite then speak with your Business Manager so that we can check we have the correct email information for you.

March is...

- Developmental Disabilities Awareness Month
- British Science Week - 10-19 March
- Sign Language Week and Neurodiversity Celebration Week - 13-19 March
- St Patrick's Day - 17 March
- [Comic Relief Day](#) - 17 March
- [Great British Spring Clean](#)—17 March-2 April
- Mothering Sunday - 19 March
- Ramadan - starts 22 March

17 March 2023 (Issue 47)

Operational Updates-2

Coronation of King Charles III (6-8 May)

For more information, click here: <https://coronation.gov.uk/>.
Schools will be closed on Monday 8 May for a national Bank Holiday.



National Sequence of Events:

Saturday 6 May 2023. The Coronation of His Majesty The King and Her Majesty The Queen Consort will take place at Westminster Abbey. The Service will be conducted by the Archbishop of Canterbury. The Service will reflect the Monarch's role today and look towards the future, while being rooted in longstanding traditions and pageantry.

Across the Coronation Weekend, there will be further opportunities for people to come together in celebration of the historic occasion.

Sunday 7 May 2023. The Coronation Big Lunch is an initiative at which neighbours and communities are invited to share food and fun together. The Coronation Big Lunch will be overseen and organised by the Big Lunch team at the Eden Project.

Sunday 7 May 2023. A special Coronation Concert will be staged and broadcast live at Windsor Castle by the BBC and BBC Studios.

Monday 8 May 2023. The Big Help Out. The Big Help Out will encourage people to come out and support the causes that matter to them. Hundreds of activities are planned for the day by local community groups, organisations and charities including The Scouts, Royal Voluntary Service, National Trust and RNLI.

Writing Competition to Celebrate 650th Anniversary of Julian of Norwich

To celebrate the 650th anniversary of the first woman known to write a book in English, a special writing competition is being launched by the Friends of Julian of Norwich and the Eastern Daily Press (EDP) for children and young people aged between four and 18. Entrants are asked to submit prose or poetry up to a maximum of 500 words on the theme of "Divine Love".

The winner will receive £100 worth of book vouchers, the runner-up £50 worth of book vouchers, and any honourable mentions £30 worth of book vouchers.

There will also be other prizes from Norwich's independent bookshop *Bookbugs and Dragon Tales* and the National Centre for Writing – which will be announced in the EDP.

To find out more about this and details of how to enter please click [here](#).

17 March 2023 (Issue 47)

DoNESC HR Update-1

***Please note that where attachments are referred to, these are available in the email sent from Jo Leach to Headteachers on 15 March.**

Strike Days

Please remember to send the names of those striking to HR@donesc.org. We will update EduPay for you.

All academies now have access to do this and so I have attached "EduPay Strike Action Inputting" process for you if you would rather input yourselves. Please do send us confirmation of those who are on strike, however.

If you need any assistance during the strike days, please call the Duty Desk.

EduPay

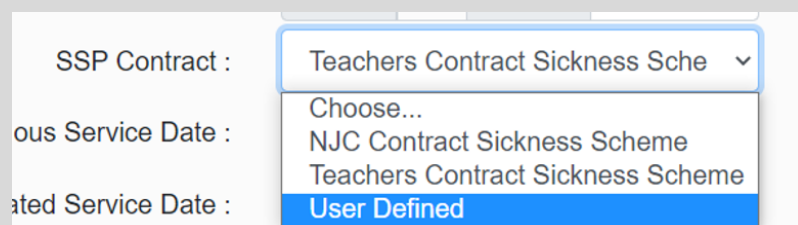
All academies should now be able to authorise their own payroll. Please let HR know if you do not have this authority. Those with authority should be all School Business Managers and also Headteachers/Executive Headteachers.

We have a new payroll@donesc.org email address. Please send your monthly query sheets and other payroll queries to this inbox.

HMRC – EduPay are actively working on all HMRC queries. Please keep updating us of any issues so that we can continue working with EduPay to resolve them.

Viewing Absence Records - please see attached the "EduPay Absence Report" process.

EduPay Employee SSP Contract - please check to ensure that all staff have a SSP contract selected, and the Continuous Service dates are correct, to ensure that sick leave is correctly calculated.



SSP Contract : Teachers Contract Sickness Sche ▾

ous Service Date : Choose...

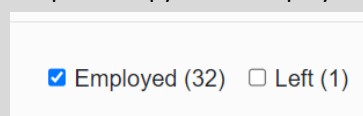
ated Service Date : NJC Contract Sickness Scheme

Teachers Contract Sickness Scheme

User Defined

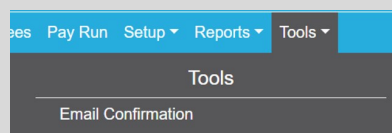
Resignation Dates - when a staff member resigns from the Trust please ensure that the leaving date is input in EduPay. This date should then pull through to BPS. However, if you input an end date in BPS it does not pull through to EduPay.

Staff Lists - please ensure that only staff who are currently employed reflect as "Employed". Staff who are no longer in our employ should reflect in "Left". To action this, a leaving date in the Employment Tab needs to be updated. Generate the P45 and post a copy to the employee.



☒ Employed (32) ☐ Left (1)

New Starters - First add then in EduPay, and then in BPS please. When a new starter is added in EduPay, remember to send an email confirmation to ensure the staff member can log into their epayslips. This is actioned in the "Tools" tab.



ees Pay Run Setup Reports Tools

Tools

Email Confirmation

17 March 2023 (Issue 47)

DoNESC HR Update-2

***Please note that where attachments are referred to, these are available in the email sent from Jo Leach to Headteachers on 15 March.**

EduPay

Epaylips - please see attached an "EduPay epaylips" process for academies to follow should a staff member need another copy of the email to log into epaylips, and they cannot tick them in the email confirmation tab.

Personal Expense Claims - these are processed in Expense Once and not EduPay. Please email finance@donesc.org if you need access to Expense Once.

Cycle to Work Scheme

If anyone wants to access the Cycle to Work Scheme, please visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](https://www.cyclescheme.co.uk) – www.cyclescheme.co.uk. Once on the site, click 'I'm an Employee' and you will be asked for the employer code.

St Benet's code: 48167ac

Full details of the scheme particulars are available from the website. Employees also need to complete the attached internal form for our records. Please send this completed form to HR@donesc.org.

Recruitment Freeze

Please remember that the recruitment freeze remains in place.

Please discuss your recruitment needs with your Management Accountant initially and then send your recruitment needs through to HR@donesc.org and HR will seek authorisation for you from Richard Cranmer, Howard Nelson/Hayley Porter-Aslet.

Investigation Officer

Sharon Money is working with HR as an Investigation Officer. If you have an investigation need in your academy, please discuss with your HR Officer as normal and depending upon capacity Sharon may be in contact with you to carry out the investigation process. This is to ensure a quick response to investigation needs.

17 March 2023 (Issue 47)

Training/CPD Calendars

Each Headteacher in the Trust has been issued with a central calendar of training/CPD events for 2022-23. Events for the coming half-term are captured below as a helpful reminder:

St Benet's SOUTH (SBS)

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
20.03.23		Sancroft PD CRE	Sancroft PD CRE	SENDCo Network at Tacolneston Primary (13.00-17.00)	
27.03.23		AwD PD CRE; Diocesan HT Conference at Norwich Cathedral (09.00-16.00)			

St Benet's NORTH (SBN)

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
20.03.23	SENCo Network at Little Plumstead (13.00-17.00)			Leaders' Forum at OH (09.30-12.30)	
27.03.23		Diocesan HT Conference at Norwich Cathedral (09.00-16.00)	Swallowtail Fed CRE		

Harleston Sancroft Academy's

Studio Production Of



Book by
Thomas Meehan

Music by
Charles Strouse

Lyrics by
Martin Charnin

Presented on Broadway by Mike Nichols

Tuesday 21st March and Thursday 23rd March
Studio, Sancroft Centre.

Both Performances start at 7:00pm

*There is no interval so if you would like refreshments it is advised to
arrive at around 6:30pm*

Tickets: £5 (including a free programme)
You can pay for tickets via ParentMail

17 March 2023 (Issue 47)

And finally...

Farewell to Laura Green as she retires from Tacolneston & Morley Federation

After nearly thirty years in teaching, Laura Green will retire from her role as Executive Headteacher of Tacolneston & Morley Federation this Easter.

Laura, who grew up in South London, spent the early part of her working life in law and property investment before training to teach at the University of Surrey in 1993.

"As a young person, I wanted to be an actor. I think teaching is the next best thing to acting. It allows you to interpret, create and deliver. Teaching gives you the opportunity to play a part in the growth and development of another person's life. It is a huge privilege to be able to engage and inspire children to learn and become the best that they can be," said Laura.



After her teacher training, she moved to Bedfordshire with her husband to join a Catholic primary school in Luton. The couple lived in Bedfordshire for 18 months, then her husband took a job with Norwich Union, as Aviva was known at the time, and moved to Norfolk where she worked in a wide range of schools including St Mary's Junior School, Cringleford Primary School and Heartsease Primary School.

Laura joined Tacolneston Church of England Primary School in 2014 on a short-term contract to fill the Y5/6 post when the previous post-holder had left part way through the year.

"At the time, I was considering leaving education to pursue a different career. However, I got sucked into this nurturing village school and chose to stay when the permanent role and the promotion to Assistant Headteacher was offered to me."



Mrs Green has many happy memories of teaching over the years. She said: *"I have many happy memories of the people that I have worked with, and I have met some awe-inspiring individuals during the time that I have worked in Norfolk. These people have helped me to keep putting one foot in front of the other when times have been particularly challenging."*

In her retirement she said she will be enjoying life with her family and her two dogs, Juno and Fig.

She said: *"I intend to stay in my pyjamas, even on dog walks, for the first few months of retirement. However, I'm not really taking full time retirement. I have been re-training over the past couple of years to become an integrative counsellor. I will complete four years of training next year and intend to work as a counsellor for the next part of my life. I will miss being part of these amazing teams of people. We have shared so many memories in the face of challenging times. I have laughed and cried with them. I'm sure that the friendships we've forged will be sustained for a long time to come."*

Mrs Green said: *"I am sad to be saying goodbye to my St Benet's Trust colleagues who took over the management of the schools last year. Despite only working with them for the past year, I have found their support, kindness and friendship an inspiration and a guiding force in helping me to lead my schools. I am leaving Tacolneston and Morley Primary Academies knowing that they are placed in very safe hands."*

Richard Cranmer, CEO of St Benet's Trust, said: *"In the relatively short time that Tacolneston and Morley schools have been working with St Benet's, we have benefitted enormously from Laura's wealth of skills, experience and professionalism. She has a very well-formed vision for what makes a successful Church School experience for children and has clearly got the drive to deliver this. We thank Laura for all that she has done for the thousands of children she will have come into contact with over her career and wish her every success in the next chapter of her life."*

Good luck Laura, we'll miss you!