

12 May 2023 (Issue 50)

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); Carleton Rode Primary; Happisburgh Primary and St Mary's Endowed Primary Roughton (the Lighthouse Federation); Little Plumstead Primary; Pulham Primary; Worstead Primary.

Good News Stories

St Mary's Junior Academy Pupils Learn Skills for Life

The Year 6 pupils of **St Mary's Junior Academy** in Long Stratton have just completed a Bystander Intervention Programme organised by Norfolk County Council, in conjunction with the Crime Commissioners Office for Norfolk.

The pupils were offered the opportunity to take part in the Bystander Intervention Programme to help deal with any potential issues of sexual harassment and abuse in schools and colleges and to train and upskill for future life.



Holly Dutton, Assistant Headteacher, who led the programme said: *"The aim of the programme is to train and upskill children and young people to become active bystanders who can safely intervene to prevent incidents of sexual harassment and harmful language. I've been training the children over the last six weeks, and it's been wonderful to see how they have engaged with their learning. Their enthusiasm for becoming active citizens for the future is inspirational!"*



Rudo, Head Girl at St Mary's Junior, said *"I really enjoyed this project, especially hearing different people's opinions and perspectives! I now know how to use the different strategies if I see someone in trouble."*

The children showcased their hard work and knowledge about how to challenge harmful language and how to become active bystanders at an event for their parents.

Parental feedback included: *"I think that this is very important and great that it is done before high school starts!"*.

In a survey undertaken, the results showed that 90% of parents said that they had seen a positive change in their children at home since starting the programme. 100% of parents said they would recommend continuing the programme in future years.

Richard Cranmer, CEO of St Benet's MAT, said: *"I was really pleased to learn that this programme was being offered to the children at St Mary's. The school vision refers to the importance of courage and being an active bystander is an excellent way for these young people to have the confidence to act when they see things that need to stop."*



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Good News Stories contd

Message from Nadine Avenal—Trust Improvement Lead for SEND

Following discussions at the last SENDCo Network, I am delighted to announce that the EPSS AET hub will be running a 'Making Sense of Autism' training session on **Friday 9 June at 13.15-15.00** via Microsoft Teams especially for us, to enable more of our Teaching Assistants and other support staff to engage with this FREE training during school hours.

Please could you let me know by **Friday 26 May** approximately how many staff from your setting will be joining the session at nadine.avenal@stbenets.org

All school staff should have a basic understanding of Autism, so I encourage you to facilitate as many staff as possible to attend.

The AET hub are also running this session on:

Monday 15 May 15.30–17.15 <https://s4s.norfolk.gov.uk/Event/171108> and

Wednesday 14 June 15.30–17.15 <https://s4s.norfolk.gov.uk/Event/171109>

'Making Sense of Autism' training is part of an evidence-based national training programme, which is endorsed by the DfE. 'Making Sense of Autism' is one of a suite of training modules developed by the Autism Education Trust (AET), delivered in Norfolk through Educational Psychology and Specialist Support AET training hub.

See <https://www.autismeducationtrust.org.uk/training-programme/>

"The Autism Education Trust believes that all pupils with autism should receive an education which enables them to reach their full potential to engage in society as active citizens and that individuals, families and professionals are informed, supported and equipped to enable this to be achieved."

The Making Sense of Autism module will cover:

- The four key areas of difference within autism.
- Understanding the individual pupil and their strengths and areas for development.
- Key areas to help pupils on the autism spectrum build positive relationships with staff, peers, families and people in their community.
- Awareness of the sensory and communication differences that pupils may experience.

Joining instructions:

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 326 338 794 163

Passcode: JpN3NJ

Or call in (audio only)

[+44 20 3321 5213](tel:+442033215213), [145962728#](tel:+44203321145962728) United Kingdom, London



B-Comms



Diocese of Norwich
St Benet's
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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: 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.

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Safeguarding Update

From Louise Veeren



Louise can be contacted on:

Email: louise.veeren@donesc.org

Tel: 01603 550151

Safeguarding

- Never think you have done enough in creating a safer culture
- Always believe it could happen here
- Keep safeguarding high on everyone's agenda
- Never rely on one process to keep children safe

Professional Disagreements

DSL's do often report that they feel that they are referring cases to Children's Services that become 'stuck' or 'go around in circles' due to not being able to gain agency support or being told that there is not a role or no longer a role for Children's Services within supporting a child. I have been informed recently by Ofsted that this is not an issue that is local to Norfolk but also national across the country.

Norfolk has does have a procedure for this highlighted on the NSCB website. This quote is from their website:

*Agencies/professionals should always be prepared to review decisions and plans with an open mind and revise decisions in light of new information. Regardless of the role/level of expertise, **all individuals concerned about a decision/plan have the right and duty to challenge if they think a child's safety or welfare has been compromised.***

<https://norfolkscp.org.uk/about/policies-procedures/complaints-and-professional-disagreements/102-resolving-professional-disagreements>

If you feel this is happening with a case that you are concerned about we can carry out a case review together, examining all the details and looking at the next steps which could include raising a disagreement or looking at other ways to support the child and family. Fresh eyes often help! Please contact me to arrange this.

Ensure that all your efforts to gain support including all phone calls are recorded electronically.

If you have been involved in meetings and are expecting follow up notes/ letters ensure that you chase these on a weekly basis if they are not forthcoming.

Queries around the need for DBS when moving staff within a Partnership or Federation

If a staff member moves either in whole or in part between schools within a Federation or Partnership, a new DBS is not required.

If the staff member is working between schools their details must be recorded in full on the Single Central Record of both schools. The staff file should be held at the school where they spend the majority of time at, with a note in the other school to explain where the file is. If the staff member moves out of the federation/ partnership to a different school within the Trust, full recruitment procedures apply.

DBS Update Service

There have been new staff joining us who are already members of the update service. This service can be used for checking DBS without the need to apply for a one. Please see here further details about this service: <https://www.gov.uk/dbs-update-service>

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Governance Update

The latest Governance Bulletin is available here: [Governance Bulletin – 2 May 2023](#)

The following policies have recently been approved by the St Benet's Board, editable versions have been sent to academy Heads and offices and are now available in the staff login area of the website.

- NS02 Online Policy
- NS04 Pupil Anti Bullying Policy
- S06 Equality and Diversity Statutory Duties and Objectives
- S16a Prevent Policy

Please ensure that these policies are personalised for the academy, noted at the next LGC meeting and uploaded to the Academy website (where required). Please also ensure that all staff are given a copy/made aware of the updated policies.

Introduction to Monitoring in Church Schools and Academies (Diocese of Norwich)

Thursday 18 May 18.00-20.00 via Zoom

This introductory course is designed for governors within Voluntary Aided, Voluntary Controlled, Foundation Church schools and academies.

This course clarifies the governor's role in, and the reason for, monitoring and evaluation and will equip attendees with the confidence to carry out a formal visit to their school/academy.

Having attended this course you will:

- Understand how governors can monitor and evaluate the performance of the school/academy and the data available to them and how, by having a robust monitoring programme, governors can contribute to school improvement
- Understand the purpose of governors' visits and the types of areas that visits can focus on
- Know how to prepare for, conduct and report on a formal visit to the school/academy
- Have an overview of monitoring in relation to Statutory Inspection of Anglican and Methodist School (SIAMs) Section 48 inspection and outcomes
- Appreciate how to use governor monitoring to provide evidence of outstanding governance, including:
 - * the effectiveness of the governing body in fulfilling its 3 core functions
 - * governors discharging their responsibilities for school improvement in line with Ofsted expectations for outstanding governance

[More information and booking link](#)

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Operational Updates

Zero Carbon Schools Taster Session for School Leaders

Green Schools Project are holding a free online session for school leaders on Thursday 15 June at 11.00-12.00 to find out more about how to implement climate education in a way that empowers their pupils to take action.

All of society needs to go zero carbon in the coming years. This includes the education sector and schools, presenting a huge learning opportunity for pupils and a chance for them to develop the knowledge and skills that they need to help drive the transition.

This taster session for Green Schools Project's Zero Carbon Schools Programme will enable you to learn more about:

- The importance of climate education and how it can be implemented in schools
- How and where to start with carbon emissions reductions in schools.
- How this fits with The Department for Education's Sustainability and Climate Change Strategy
- The Zero Carbon Schools programme and how you can get involved
- Where to look for more support from other organisations

Watch this clip from the [ITV London news](#) to get a glimpse of what the programme involves.

To book your place click [here](#).



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HR Update-1

How to Contact HR

Please remember to put all new HR generic questions on the Help Desk. Duty Desk (for emergencies) - 01603 550181

Payroll and pension queries to payroll@donesc.org. Jayne Stainer is your Payroll and Pensions Administrator.

Contract queries to hr@donesc.org. GDPR queries to GDPR-HR@donesc.org. EduPay Customer Services - 01138 800 999

HR Roles

Chloe Humphrey - Academy Apprenticeship Champion. Chloe is a specialist in apprenticeships and can help you understand your apprenticeship needs whilst also looking for the appropriate apprenticeship provider for you. Remember that academies cannot access the Levy directly and all apprenticeships must come through HR.

Ben Unger - Data Analyst, FOI Champion. Ben handles data for HR, creating bespoke reports as necessary. Ben is also the FOI Champion, as part of our GDPR team in HR. Please continue to send your FOIs and SARs to GDPR-HR@donesc.org.

EduPay

We can confirm that the new EduPay app has now been released. Employees will need to go to their App Store to ensure that the app is updated; they will then be prompted to enter their username and password for EduPay. At this point they will then be asked to setup a new pin for the app.

If the app has automatically updated (as we are aware that some do) you will just need to run through the rest of the process above to ensure that a new pin is created.

Payroll Cut-off & Payroll Queries—VIP

Today is payroll cut off so please ensure any payroll queries have been sent to payroll@donesc.org, please do not raise a ticket on the Help Desk.

ePayslips

Please ensure that an email address is entered into Edupay for all staff, to ensure that an Edupay Epayslips confirmation email is sent for log in details.

New Starter Contract Requests

Please email hr@donesc.org for new contracts., do not raise a ticket on the Help Desk.

New Starter Edupay/BPS Inputting

Please create all new starters in Edupay first:

HMRC – you will be prompted if you have the new starters P45 or using the HMRC Checklist. Ensure that the personal tab reflects :

- Date of birth and that it is correct - this affects pension registration
- Email address input – this is for Health Shield membership
- Home address, Bank Account Details, etc

Ensure that the Employment tab reflects :

- Start Date – start date of employment
- Working days – ensure the working days are ticked
- SSP Contract - NJC for support staff and Teachers Contract Scheme for Teachers

When all information is added in Edupay, open BPS and “find” the new starter to add their job role/contract information.



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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
15.05.23		Sancroft Intent CRE	Sancroft Intent CRE		
22.05.23		Trust Review Day (for Central Team only)	St Mary's Junior Intent CRE	Maths Subject Leaders at Garboldisham Primary IP22 2SE (13.00-17.00)	

St Benet's NORTH (SBN)

W/C	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15.05.23		SENDCo Network at Acle Primary NR13 3RQ (13.00-17.00)	Leaders Forum for HTs at Orchard House NR20 3LR (09.30-12.30)		
22.05.23	Maths Subject Leader Network at Little Plumstead NR13 5FA			Worstead Primary CRE	

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And finally...



Teacher's 'Inset' Training for the Julian 650 exhibition

Thursday 7 September 3.00–6.00pm

St Stephen's Church, Rampant Horse Street, Norwich

Free Training for Primary School teachers exploring the words and pictures of Julian of Norwich through art, RE and philosophy.

An interesting and unusual approach to children's ideas on the sacred and relationship to God.

The aim of the session is to provide ways for teachers to discuss children's responses both to art and to the 'shewings' of Julian of Norwich.

We will introduce both practical Group sessions in using art to explore ideas and philosophical enquiry as an approach to children's learning.

Limited to 30 places.

Speakers

Dot Lenton, Philosophy for Children

Dot has been involved with Philosophy for Children (P4C) for many years, working with children from inner-city primary schools as well as rural schools. She was head teacher in a small rural school, where she introduced P4C as a result of seeing the need for children to think for themselves. Her experience extends to working with teachers, governors and other adults. She was a consultant for the Primary Strategy for Norfolk Advisory Service. She is presently a Diocesan School Support Officer.

Lucy Care, Artist and Exhibition Organiser

Lucy Care has worked as an artist and community arts project officer for many years. She has organised schools arts projects most recently for the Bowthorpe Arts Foundation and is currently working on a pottery project with the Sainsbury Centre around the work of Julian Stair. 'Art, Death and the Afterlife.' She is organising the Julian exhibition 650, 'Love is the Meaning' for the Julian Partnership and the Friends of Julian. Her work can be found at: lucycare.co.uk

To book a place contact Lucy Care: pastongriffin@gmail.com