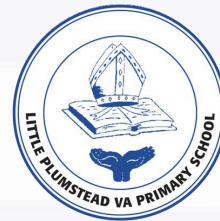


Welcome Back...as the new school year starts, we welcome back all our wonderful Teachers, TAs, office staff, premises staff, volunteers and pupils. We also welcome all the new starters across the Trust who are embarking on their career with St Benet's MAT.

We offer special greetings to the staff and pupils at **Acle St Edmund Primary** and **Little Plumstead Primary**, who joined the Trust on 1st September. We are delighted that you have joined St Benet's.



Transformed by Christ:
Prayerful, Pastoral, Prophetic



You're invited to a special service
celebrating our work with children and young people

The Dean & Chapter warmly invite you to a Celebration Service
led by The Bishop of Norwich, the Rt Revd Graham Usher
Sunday 24 September 2023, 6pm, Norwich Cathedral

The event is for all those supporting children and young people across schools and churches including headteachers, school staff members, governors, trustees, youth & children's workers, school chaplains, volunteers and clergy. Join with us as we are commissioned and pray for the new academic year and all it holds.

Light refreshments will be served from 4.45pm in the Bishop's House Garden
by kind permission of Bishop Graham and Mrs Rachel Usher.

Book now, visit: www.DofN.org/CelebrationService

B-Comms is the fortnightly newsletter for Church of England schools who are Members or Approved Members of St Benet's Multi Academy Trust:

Acle Primary, Alburgh with Denton Primary, Dickleburgh Primary & Pre-school, Diss Junior Academy, Diss Infant Academy & Nursery, Garboldisham Primary, Harleston Sancroft Academy, Little Plumstead Primary, Morley Primary, Newton Flotman Primary, Scole Primary, St Mary's Junior and Tacolnестon Primary.

Schools working with us through the DfE's TSIO programme are: Carleton Rode & Forncett Federation, Lighthouse Federation (Happisburgh Primary / St Mary's Endowed Primary); Pulham Primary, Swallowtail Federation (Catfield Primary / Hickling Infant / Sutton Infant) and Worstead Primary.



From L-R: Kelly Stokes, Dani Williams, Nadine Avenal

Trust representatives Kelly Stokes (School Improvement Officer) and Nadine Avenal (Trust Improvement Lead for SEND) along with Dani Williams (Trustee with responsibility for SEND) visited The Grove School in London last term, a specialist school for pupils aged 5-19 who have a primary diagnosis of autism and who were rated as Outstanding by Ofsted last year.

The visit aimed to build networks and share good practice. Kelly, Nadine and Dani, who is also Head of School at The Wherry School, spent time talking with staff and exploring their curriculum as well as looking at how they have implemented Walkthrus within their setting.

The highlight was a tour of the school and getting to meet some of the fantastic pupils.

Bursaries available for pupils in Norfolk for sail training voyages in 23-24



The Norfolk Boat is a charity that started life more than 40 years ago with the sole aim of building confidence through offshore sail training for young people and those with disabilities in Norfolk. They have funding available for young people aged 12-24 who need a little bit of extra help in their personal development.

Many of your pupils will fit the criteria that would make them eligible for their bursaries to participate in sail training voyages both here around the Norfolk coast and further afield: a recent trip saw a group of year 8 and year 9 pupils from Alderman Peel High School in Wells-Next-the-Sea sail across to Belgium. You can see more details alongside some really heartwarming personal stories on their website:

<https://www.norfolkboat.org.uk>

They have a pot of money and it would be lovely to see more potential young sailors accessing it, they can send along trustees to present an assembly if you think it would be helpful.

The season for the sail training voyages usually runs from March to October and they are in the process of allocating funding for next year's season, if you think any of your pupils could benefit from a trip with them then please do get in touch. All you need to do is download the funding application form from their website and return it to Nicky Phillips at info@norfolkboat.org.uk or call Nicky on 07963 825481 for help with organising your trip. No previous sailing experience is necessary and it really can be a life-changing experience.

! Expense Once (the online expense claim software) is being re-branded as Capture Expenses.

All the functions will remain the same but for a reminder on how to raise and submit your expenses, check out this YouTube video from Scott Buxton in the DoNESC Finance Team: [Capture Expense guidance](#)

If you have any queries, please contact Scott at scott.buxton@donesc.org or 01603 550172.



A reminder from the Diocese that whenever you book paid training from them via Eventbrite or through the Diocesan team, you should accompany your booking with a Purchase Order Number so that the invoice can be processed.

Launch of New DoNESC Help Desk

Our colleagues in DoNESC will be launching a new Help Desk on Monday 18th September. This should be used by Headteachers, SBMs and office staff to log any queries for HR, Payroll, Estates, Health & Safety, Finance* and Governance.

The main aims of the Help Desk are to cut down on email traffic and to provide measurable metrics of performance against the new Service Level Agreements that we have in place with DoNESC.

A User Guide has been emailed to all Headteachers and school offices with log-in details.

This new Help Desk will supersede the existing HR Help Desk. Any items on the old HR Help Desk will be dealt with on there, but all new queries should be logged on the new Help Desk.

Safeguarding and Data Breach reporting processes are unchanged.

*Invoices for processing should still be directed to finance@donesc.org.

If users have any technical issues with the new Help Desk or general feedback on its functionality please contact wendy.allsop@donesc.org.

For help and tips on how to use it you can contact suzannah.kay@stbenets.org or call 01603 550147.



We are aware that cases of Covid-19 are currently on the increase and would like to refer colleagues to the current NHS guidance which can be accessed at the link below:

<https://www.nhs.uk/conditions/covid-19/covid-19-symptoms-and-what-to-do/>

You are advised to try to stay at home and avoid contact with other people if you or your child have symptoms and either:

- have a high temperature
- do not feel well enough to go to work, school, childcare, or do your normal activities

You can go back to your normal activities when you feel better or do not have a high temperature.

If your child has mild symptoms such as a runny nose, sore throat or mild cough, and they feel well enough, they can go to school or childcare.

In the event that you are unwell please ensure that you follow the normal absence reporting arrangements for your academy.



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. Today's prayer can be heard [here](#).



Trust Information

Central Team Contact Details

The Diocese of Norwich Education Team (St Benet's, DNEAT, DoNESC) are based at **Orchard House, Hall Lane, East Tuddenham, Norfolk NR20 3LR**. This is also 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](#).

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.



Governance Update from DoNESC

From Hannah Monk, Head of Governance

DBS Checks for Governors

There is now a charge of a £14 administration fee for governor DBS checks through the intermediary service we use. This additional cost is disappointing, and we continue to investigate whether we may be able to stop paying it in the future. In the meantime, please double check that only the volunteer rate of £14 is applied to your governor's DBS checks.

I have agreed with the Trust teams that Governor DBS related costs will be included in their governance budgets, rather than the academies having to foot the bill. Please process the DBS as usual and then send the invoice to the governance team to arrange payment. Don't worry if your invoice groups together staff and governors, we can separate the governance costs out at this end while you carry on with the staff costs at your end. Please send your governor DBS invoices to your Trust's governance officer [tara.burrows@donesc.org](mailto: tara.burrows@donesc.org).

GDPR Update

Over the summer break the governance team has taken over the responsibility for GDPR in St Benet's MAT. Hannah Monk, Head of Governance, is now the Data Protection Officer and all full-time members of the governance team have completed GDPR Practitioner qualifications.

Privacy notices for Academy Staff, Pupils (Primary and Secondary) and Parents have been updated and added to the resources area on the Trust website [St Benet's MAT](#)

In the list of Privacy Notices you will also find one for websites, which is the text you can use to update the Privacy and Cookies area of your academy website.

The process for reporting a data breach remains to use the DB9 Data Breach Reporting Form on the Trust website - same page as above or follow the link below. The form has been updated and hopefully will be easier to complete. [St Benet's MAT Data Breach Reporting Form](#)

Any questions regarding GDPR, Subject Access Requests or Freedom of Information requests should be directed to [governance@donesc.org](mailto: governance@donesc.org).

Updated Policies

The Trust Safeguarding Policy has recently been approved by the St Benet's Board, an editable version has been sent to academy heads and offices and is now available in the staff login area of the website under the *Policies* tab. Please ensure that this policy is personalised for the academy and uploaded to the Academy website. This policy should be noted at the next Local Governance Committee meeting.

We're aware that you'll be looking to update your Attendance Policies for the new academic year. The Attendance Policy is an academy level policy which means that it is reviewed, approved and adopted by each Academy's Local Governance Committee (LGC).

Academies are directed to use the Norfolk County Council model attendance policy and personalise it for their setting before taking it to their Local Governance Committee for approval.

Safeguarding Update

From Louise Veeren, Head of Safeguarding



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

Prevent

The new Prevent duty guidance is available here:

There are no new legal or additional responsibilities for schools.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

A summary of the changes can be found here:

<https://homeofficemedia.blog.gov.uk/2023/09/07/prevent-duty-guidance-factsheet/>

A reminder that there is some excellent online training for staff on Prevent. It is very important that your Prevent Lead (usually the lead DSL) has up-to-date training.

The training is on three levels and if you are a DSL I would highly recommend that you complete all three levels unless you have attended training elsewhere i.e. NSPCC/ multi agency on Prevent.

<https://www.gov.uk/guidance/prevent-duty-training>

Recruitment of staff that have lived or worked overseas

Please be reminded of KCSIE paragraph 280. If you have a member of staff apply that declares that they have worked or lived outside of the UK, we must make further checks.

Any questions around this please direct to the Head of Safeguarding.

Individuals who have lived or worked outside the UK

280. Individuals who have lived or worked outside the UK **must**⁹¹ undergo the same checks as all other staff in schools or colleges (set out in paragraphs 232). This includes obtaining (via the applicant) an enhanced DBS certificate (including children's barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, schools and colleges **must**⁹² make any further checks **they think appropriate** so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world.

And finally...

A reminder of the Trust Central Team contact details:

Richard Cranmer, CEO 01603 550147

Sam Nixon, Deputy CEO 01603 550149

Suzannah Kay, PA to CEO & DCEO 01603 550147

Paul Seeman, Head of Standards and Quality Assurance 01603 550157

Kelly Stokes, School Improvement Officer 01603 550138

Nadine Avenal, Trust Improvement Lead for SEND 01603 550177

Contact details for our colleagues in DoNESC, our services company:

N.B. All landlines ring through to mobile phones:

Hayley Porter-Aslet <i>Interim CEO – DoNESC</i>	01603 550160
Wendy Allsop <i>Executive Assistant to CEO</i>	01603 550161
Louise Veeren <i>Head of Safeguarding</i>	01603 550151
David Fannon <i>Financial Controller</i>	01603 550140
Chantelle Bayliss <i>Interim Head of HR</i>	01603 550159
Hannah Monk <i>Head of Governance</i>	01603 550163
Darren Williams <i>Head of Estates</i>	01603 550132
Mark Jeffries <i>Estates Officer</i>	01603 550152
Lee Negus <i>Health and Safety Advisor</i>	01603 550134
Claire Wright <i>Estates Administrator</i>	01603 550154
Mark Steggle <i>Senior HR Officer</i>	01603 550166
Chloe Humphrey <i>HR Officer</i>	01603 550169
Ben Unger <i>HR Officer</i>	01603 550168
Tilly Morgan <i>HR Officer</i>	01603 550178
Robyn Redman <i>Senior HR Administrator – St Benet's</i>	01603 550162
Jayne Stayner <i>Payroll and Pensions Administrator</i>	01603 551939

Tara Burrows <i>Governance Officer/Trust Clerk</i>	01603 550164
Bruce Gordon <i>Governance Improvement Officer</i>	01603 550139
Janine Birt <i>Governance Administrator</i>	01603 550133
Robin Doe <i>Management Accountant</i>	01603 550173
Luke White <i>Management Accountant</i>	01603 550179
Mark Pearson <i>Management Accountant</i>	01603 550175
Emma Aspinall <i>Management Accountant</i>	Currently on Maternity Leave
Paul Barauskas <i>Management Accountant</i>	01603 551941
Scott Buxton <i>Finance Administrator – Team Leader</i>	01603 550141
Paul Harris <i>Finance Assistant</i>	01603 550144
Rufaro Jiri <i>Finance Assistant</i>	Currently on Maternity Leave
Agnes Lake <i>Finance Assistant</i>	01603 550938
Jessie Johnson <i>Finance Assistant</i>	01603 550179
Rebecca Bay <i>Finance Assistant</i>	01603 550145