

Newton Flotman Pupils Get Hands On With History!

Newton Flotman CofE Primary Academy hosted A Citizen Archaeology Project to gain insight about history and its artefacts as part of their history curriculum learning about the Anglo-Saxons and Scots.

Mr Peter Heath, Dig Director for A Citizen Archaeology Project explained to the children that about 60 people were involved in the 2023 dig and that it involved both archaeologists, local people and archaeology students from universities, as well as local legitimate metal detectorist clubs.

The project, which has been running for five years, includes sites from Pre-Roman, Roman, Saxon and Medieval periods.

Miss Bethany Prentice, Year 5/6 class teacher said: *"As part of our History curriculum, the Year 5/6 class at Newton Flotman Primary School have been learning about the Anglo-Saxons and Scots. Mr Heath kindly offered to come into our class to share with us some fascinating facts about the Saxon artefacts he had found, which included a metal Saxon brooch and a 1,600-year-old Saxon spearhead!"*



Iris and Sophia, pupils at Newton Flotman Primary



A Saxon spearhead

She added: *"He told us that most people in their lifetimes would never get to experience handling something as old as a Saxon spearhead and usually such artefacts would be behind glass in a museum!"*

The children were enthralled by Mr Heath's presentation and felt privileged to hold and examine the spearhead, which still had the remnants of part of the wood from the spear in it. They took great care with it and had lots of questions for our visitor. It's times like these that really make history come alive for the children and connects them with what they are learning through real world experiences."

The 2023 season included three sites, one of which was an early Saxon grave site, with both inhumations (whole body burials) with grave goods, and cremation urns, also with grave goods. The earliest dated finds are from 550CE on this site. The Saxon site was in use at the time of the Sutton Hoo Ship burials but would have been from an entirely different group.

Laura Richardson, Executive Deputy Headteacher of St Mary's & Newton Flotman, said: *"The children were incredibly lucky to be able to handle such a rare artefact and this enabled them to use their enquiry skills to ask thoughtful and relevant questions which Mr Heath answered in detail."*

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 Sanicroft Academy, Little Plumstead Primary, Morley Primary, Newton Flotman Primary, Scole Primary, St Mary's Junior and Tacolneston Primary.

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

Message from Nadine Avenal, Trust Improvement Lead for SEND

October is an important month for celebrating neurodiversity. Dyslexia Awareness Week has just finished and Dyspraxia Awareness Week starts on 15th October: [Dyspraxia Week 2023 - Get Involved - Dyspraxia Foundation](#)



October is also ADHD Awareness Month: [ADHD Awareness Month 2023 | Twinkl - Twinkl](#)

The Neurodiversity Celebration Week (March 2023) website also still has some fabulous PowerPoints, posters and videos: [Neurodiversity Celebration Week \(neurodiversityweek.com\)](#) I also found another padlet! [SEND & Inclusive Education: Training Resource \(padlet.com\)](#)

It was a pleasure to bring staff together from a variety of schools across the Trust on 11th September to take part in our 7 Cs Conference at Cringleford Primary School. The Conference was led by Judith Carter (Educational Psychologist, Author and Director of Willow Tree Learning) alongside Nadine Avenal, Trust Improvement Lead for SEND.



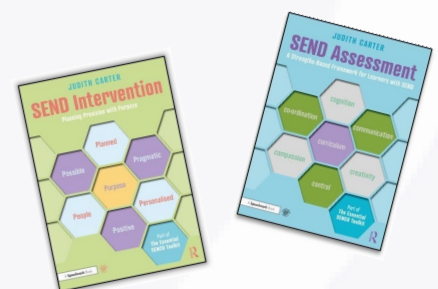
The session explored the language of SEND, and how the 7 Cs SEND Assessment Framework can be used to identify barriers to learning and the provision needed to support in removing and overcoming these barriers. The 7 Cs Tracker was also introduced which will enable schools to capture progress through Assess, Plan, Do, Review (APDR) cycles.

Baselining via 'cat photo' and an origami challenge to make a 7 Cs Pocket Reminder were certainly highlights! The feedback was overwhelmingly positive with attendees really valuing the opportunity to come together to explore the application of the 7 Cs with colleagues and also to be able to work directly with the author. If you are interested in finding out more about the 7 Cs please speak to your school SENDCo or contact nadine.avenal@stbenets.org

A 20% discount is available on both 7 Cs books, if purchased through Routledge:

<http://www.routledge.com/9780367632861> (Code: FLR40)

<http://www.routledge.com/9781032016474> (Code: FLA22)



Trust Teachers Gather for Walkthrus Training

On 9th, 10th and 11th October, primary phase Teachers from across the Trust gathered at Harleston Sancroft Academy to attend training in Walkthrus, delivered by Trust Improvement Leads Kelly Stokes, Nadine Avenal, Jane Price and Laura Richardson.



We thank everyone for attending and for giving such positive feedback, and look forward to seeing you again for the next sessions on 20th, 21st and 22nd November.



Governance Update

Governance support both centrally and across all Trust schools is provided by DoNESC's Governance Team, led by Head of Governance Hannah Monk (centre) and with support from Tara Burrows, St Benet's Governance Officer (right) and Dawn Knights, DNEAT Governance Officer and Training Facilitator (left).



Subject Access Requests (SAR)

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data from you, as well as other supplementary information.

It is a fundamental right for individuals.

Recognising a Subject Access Request

A Subject Access Request does not need to be made in a particular format - it can be verbal, or in writing, by email, on social media or on paper. In schools we can reasonably expect that the majority of Subject Access Requests will be from parents requesting their child's data although it is worth being aware that employees, volunteers and anyone about whom the school holds personal data may also make Subject Access Requests.

On receipt of a Subject Access Request

Schools should first seek to verify the identity of the person requesting the data by:

- Requesting 2 forms of ID.
- Contacting the individual by phone to confirm the request was made.

Once confirmation has been received, the school has one month to supply the information. At this point you should also send a copy of the request to the Data Protection Officer via Governance on the DoNESC Helpdesk. There are exceptions to responding within the time limit and to responding at all in certain circumstances. If the request is complex or numerous, unfounded or excessive, or there are safeguarding concerns around providing data please contact the Data Protection Officer for advice.

Recently there has been an increase in parents submitting a Subject Access Request to a school in order to obtain information to inform an application for additional support for their child. If the request references such a purpose it is worth following up with the parent to ask if there is specific information they need. It may be that they do not need, and do not want, every email, document and file referencing their child so following up from a customer service angle might help everyone. If it turns out that the parent does not require their Subject Access Request after all they will need to withdraw the request. Please make sure you follow up with them.

Data Assembly

The next step is to identify where data about the data subject is held. This may include but is not limited to emails, MIS, Safeguarding/incident reports (online or paper), personnel records, documents in cloud storage solutions (OneDrive, SharePoint, GoogleDrive). The school should expect to assemble data from its MIS, Safeguarding systems, personnel records, and anything else easily accessible onsite. To retrieve emails and cloud-stored documents, we recommend that the school contacts their IT provider to conduct a search and retrieval. They will then provide the files to you. If your provider needs authorisation or to charge a fee, please contact the Data Protection Officer via Governance on the DoNESC Helpdesk and they will seek Trust authorisation without undue delay.

Redaction

All information related to individuals other than the data subject, that is not available in the public domain, must be thoroughly redacted. This means that it may not be necessary to redact the names of all school staff or email addresses if they are available on the school website. We recommend that Adobe Acrobat DC is used for secure redaction. Where this is not available, please seek guidance from the Data Protection Officer. Schools may contact the Data Protection Officer via the DoNESC Helpdesk if they require additional capacity to complete the redaction of data.

Providing the information

Once you locate and retrieve the relevant personal data for the request, you must provide the requester with a copy. How you do this, and the format you use, depends upon how the requester submitted their request (i.e. electronically or otherwise):

- If the individual submitted the Subject Access Request electronically (e.g. by email or via social media), you must provide a copy in a commonly used electronic format. You may choose the format, unless the requester makes a reasonable request for you to provide it in another commonly used format (electronic or otherwise).
- If the individual submitted the Subject Access Request by other means (e.g. by letter or verbally), you can provide a copy in any commonly used format (electronic or otherwise), unless the requester makes a reasonable request for you to provide it in another commonly used format. However, where the information is sensitive, you should ensure that you transfer it to the requester using an appropriately secure method.

Remember that the onus is on you to provide the information to the individual (or their appointed representative). An individual should not have to take action to receive the information (e.g. by collecting it from your premises), unless they agree to do so.

Data must be provided securely. We recommend an online shared folder either from the school's operating system (Office365 or Google) or an external encrypted service such as WeTransfer. The school should follow up with the requester to confirm that the data has been retrieved and let the Data Protection Officer know that the Subject Access Request has been completed.

Governance Update-2

St Benet's Updated Policies

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



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

- S05 Health and Safety Policy
- S08 Charging and Remissions Policy
- S09 Data Protection Policy
- S10 Complaints Procedure
- NS10 Alternative Provision Policy (*New Policy*)
- S13 Statement of procedure for dealing with allegations made against/low-level concerns raised in relation to staff including supply teachers, volunteers and contractors*

The S13 Managing Allegations and Low-Level Concerns Policy has been updated with significant changes made. **All staff should read and familiarise themselves with these changes.*

As part of the update, new guidance has been added regarding Low level concerns and a reporting form has been included.

The threshold for harm guidance has been updated and the policy has been fully aligned with the Safeguarding and Child Protection policy.



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.



Operational Updates from DoNESC

DoNESC (Diocese of Norwich Education Services Company) provide St Benet's with back office services including HR, Finance, Payroll, Governance and Estates.

BROADBAND



New Broadband Supplier

As you may be aware, Capita / NCC will be ceasing their Broadband service from March 2024.

We have a new Broadband contract in place with Rydal Communications and we are working with them at the moment with a phased rollout plan that will be actioned over the coming months.

Once this schedule is completed, we will be in touch with each school individually and they will be working with you and us very closely to ensure that there is no disruption to your Broadband supply.

If you have any queries in the meantime, please contact: wendy.allsop@donesc.org

Help Desk - Procedures for Finance Processing and Management Accounts

Thank you all so much for using the new Help Desk this week.

Following on from feedback received, please note the slight changes in processes with regards to the Finance Department.

Please continue to log all queries and questions on the Helpdesk.

However, please note that the following information will need to be sent directly to the relevant Finance team, to avoid unnecessary uploading and downloading of files.

Management Accountants - please forward items to your MA that do not need a response, or are part of a process that needs to be continued with another department (such as recruitment requests). Also, if your MA comes to you to request information, please reply to that directly, not through the Help Desk.

Finance Processing - please forward invoices, financial statements etc to the Finance inbox (finance@donesc.org) as before. Use the Help Desk for requests for information and queries.

A polite reminder - if queries are sent to DoNESC team members directly you will be asked to raise these on the Help Desk instead.

It is likely that further tweaks and improvements will be made to the Help Desk as we move forward, and you will be kept posted on these as and when they happen.

Thank you for your support with the rollout of the Help Desk and we hope that the transition is proving to be smooth. If you have any comments / suggestions about the Help Desk, please do not hesitate to contact: wendy.allsop@donesc.org



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

Update to the Ofsted Handbook re: Safeguarding

There has been an update to the safeguarding information that inspectors must have secure access to:

- ***A list of any referrals made to the designated safeguarding lead in the school and those that were subsequently referred to the local authority, along with brief details of the resolution (a very short summary of how the school dealt with the matter and assurance that pupils have received the appropriate help)***

This means ensuring that you know how many CADS calls you have made and the outcome.

Safeguarding Certificates

Your Safeguarding certificates and record of training are very likely to be asked for during an Ofsted inspection so it will be much easier for you if you keep them in one place. It just takes time (and an added stress during inspection) if your Safeguarding certificates are in individual staff files or pinned on walls etc. Keep a file for all your DSL's training and staff training.

LADO Referrals

Ensure that you have secure recording of low level concerns, LADO referrals, outcomes and who has access to these.

Training Reminder

Bystander Intervention training and the training on Neglect through the Local Authority are highly recommended.

The LGFL has some excellent training on e-safety, some bookable and some viewable as recordings:

<https://lgfl.net/safeguarding>