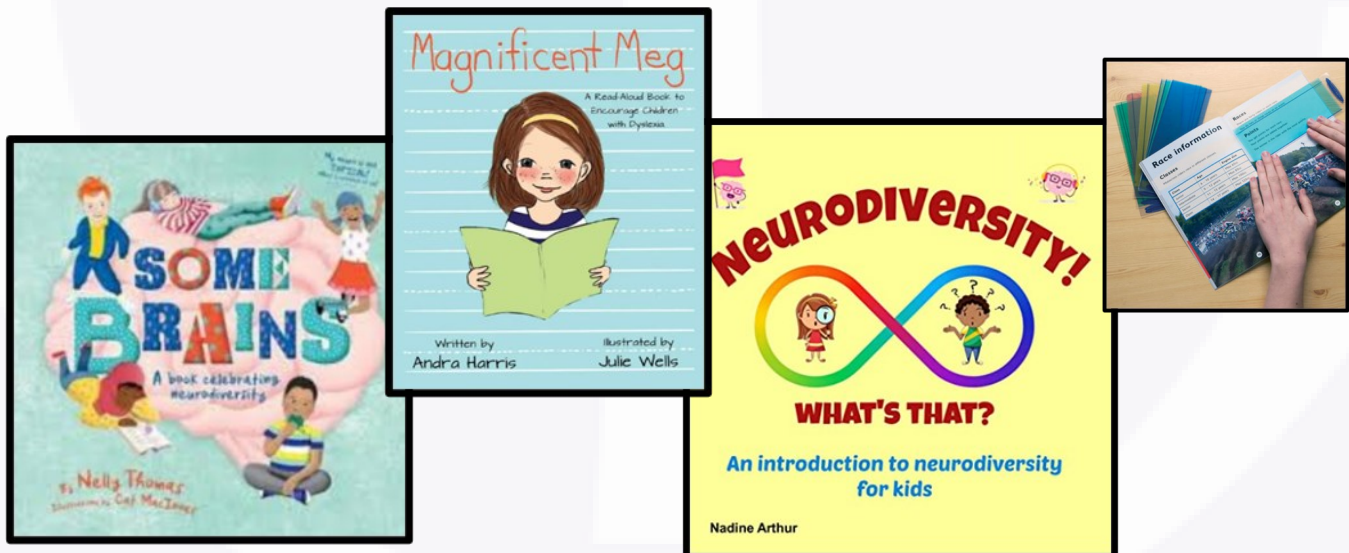


Great British Baking for Charity at St Mary's Junior Academy

To support Dyslexia Awareness Week last month, pupils and their families at St Mary's Junior Academy in Long Stratton arranged an amazing cake sale to raise money.



£160 was raised to help the school buy dyslexia-friendly resources for pupils including reading books, books promoting inclusion and acceptance of neurodiversity, and resources to support children in overcoming barriers, such as 'speak to text' and coloured overlays.



Well done to all concerned!

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 Sancto 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 & Fornsett Federation, Lighthouse Federation (Happisburgh Primary / St Mary's Endowed Primary); Pulham Primary, Swallowtail Federation (Catfield Primary / Hickling Infant / Sutton Infant) and Worstead Primary.

Critical Incident Support–Information for Pastoral Staff and Senior Leaders

From the Spring term, the Local Authority are planning to set up half-termly online **peer group supervision sessions for staff working with bereaved children**. They would like to find a good time for everyone so are asking staff to complete this form to express their interest and so that they can contact them with dates: <https://forms.office.com/e/cxcWrhRHQ0>

They are also running another **DfE funded Senior Mental Health Lead course**, starting on 18th November aimed at staff taking on the role of Senior Mental health lead. If your trained member of staff has left, you can now apply for another funded place. Please see MAT info about the course here: [Advanced Mental Health Lead Norfolk November 2023 \(SMHL008\) - National Network of Mental Health Leads](#)

The LA urge you to get in touch if you would like support/advice about critical incidents (that had an impact on the emotional well-being on pupils/staff), bereavement or recent trauma. They have a new email address for non-urgent contacts cs.criticalincidentservice@norfolk.gov.uk which will be checked regularly by Bianca Finger-Berry, Critical Incident and Specialist Support Lead, and her team.

Norwich Theatre School Support

Although the Trust has sadly had to withdraw from Norwich Theatre's Corporate Club due to financial constraints, it is worth remembering that the theatre offers a number of incentives and packages for schools and teachers, including a Teachers Network, education projects, resources and Artsmark support plus discounts on tickets for certain productions and free adult/supervisor tickets.



To learn more or find a list of participating productions, visit:

www.norwichtheatre.org/take-part/schools-colleges/. You can also email: learning@norwichtheatre.org

St Benet's Resource Hub

A reminder to all school office staff that you have a login to give you access to the Resource Hub on the Trust website here: <https://stbenets.org/login/>. This is where you will find policies, standard forms, H&S information and other resources. If you have mislaid your login details or would like some training on how to access the Resource Hub, please contact Suzannah on 01603 550147 or suzannah.kay@stbenets.org.

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).



Pupil Leave of Absence Form

The Governance Team have recently issued a new Pupil Leave of Absence form for schools to use, which overcomes data sharing issues where parents may be acrimoniously separated. The new form has been developed with input from the Head of Safeguarding and no longer requires parents to include their contact details.

The new form is available under the Standard Forms tab in the St Benet's Resource Hub on the Trust website, which all school offices have login details for: www.stbenets.org/login/. It is called *Pupil Leave of Absence Request Form 2023*.

EHCP Support Guide

Governance have seen an increase in parents making a Subject Access Request when what they actually need is information to support an EHCP or medical needs assessment.

The Head of Governance has therefore written a guidance note that schools can make available to parents to aid them in making the right choice when requesting information. This is available under the DoNESC Central Information tab in the St Benet's Resource Hub on the Trust website, which all school offices have login details for: www.stbenets.org/login/. It is called *EHCP Support Guide for Parents 2023*.

Freedom of Information Request

The Benedict Blythe Foundation is contacting schools across the country making a Freedom of Information request for information regarding arrangements for children with allergies. The Head of Governance has done some research and the Benedict Blythe Foundation's purpose is the safety of children with allergies in schools, so it appears they are doing some quite wide-reaching research.

Organisations have 20 working days to respond to Freedom of Information requests. It will be most expedient and appropriate for schools to reply directly to the FOI because the schools hold the data. It is also okay to say that the school does not have the information requested when that is the case.

They are asking about policy, and allergies are covered in the section "Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)" in the Trust's *Supporting Pupils with Medical Conditions Policy*.

If you have any queries, please contact Governance via the DoNESC Helpdesk.



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.

NEW DoNESC Help Desk

Many of you have already used the new DoNESC Help Desk to log queries relating to HR, Payroll, Governance, Estates and Finance. There is also an 'Other' option if your query doesn't fall into one of these categories.



A User Guide has been uploaded to the 'DoNESC Central Information' section of the Resource Hub on the St Benet's website; your school office will have a login for the website (or contact suzannah.kay@stbenets.org).

If you have any queries about the Help Desk please contact Wendy Allsop at: wendy.allsop@donesc.org who will be happy to help.

Admin & Premises Network

The Admin & Premises Network meetings are currently on hold due to the re-structuring of the Estates team. The format of these meeting is also being reviewed and they will recommence in due course.

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

Safeguarding Training for DSL's

There have been lots of discussions around the costs of multi-agency training for schools and also around the context and availability of training. Whilst multi-agency is positive to attend as it is valuable to have training and discussion with other agencies, it is not in our Trust policy that this has to be completed every three years. This is the Norfolk model and not what we now have in our policy. The Trust policy is that we must be trained every two years (statutory refresher) and the DSL's undertake training that is contextually useful to their role. This can come from a variety of resources that may or may not be the Local Authority. You may wish to use: Home Office PREVENT, NSPCC, CEOP, LGFL, SWGFL.

Young Carers - Your Role and the Difference Schools Make....

28th November 2023 - 9.30-10.30am

This webinar will be led by Philip Beck - Head of Partnerships, Schools and Communities in Children's Services and the lead for young carers. There will also be members of the Education Safeguarding Team supporting.

Please book your place via [S4S Norfolk here](#)

The Family Network Approach

14th November 2023 - 1.30-2.30pm

This webinar will be led by Emma Aston and Paul Farmer (Family Networking Advisers) and supported by members of the Education Safeguarding Team.

Please book your place via [S4S Norfolk here](#).

Questions for Success Training for Neglect Champions

Friday 17th November 2023 - Anglia Room, Breckland District Council, Dereham 9.00am-4.30pm

Thursday 11th January 2024 - Roundwood Conference Centre, Norwich 9.00am-4.30pm

This training will support practitioners to further develop positive relationships with children and families, using strengths based questioning techniques and reflective practice.

These are free events but places are limited. **To book your place email sharon.moore@norfolk.gov.uk**

Bystander Intervention Programme Course

November 22nd and December 12th 2023-10.00am-4.00pm

Bystander Intervention Programme Course sessions at County Hall can be booked on S4S.

If you have any questions or would like further information, please email carole.bostock@norfolk.gov.uk.

Safeguarding Update contd

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

24 Hours in Snapchat

In this Radio 4 Podcast young people share their experiences and this highlights the dangers posed by Snapchat. A particularly useful resource to also share with parents: <https://www.bbc.co.uk/programmes/m001qm97>

Wake Up Wednesday

<https://nationalcollege.com/guides> These free guides are produced each week. You need to register to access.

Right to Work on the SCR

Has everyone had their right to work documents checked and copied? This includes governors and volunteers. For British and Irish citizens this is either:

- A British passport
- An Irish passport or passport card

If the person has neither of those it could be:

- A UK birth or adoption certificate
- An Irish birth or adoption certificate
- A certificate of registration or naturalisation as a British citizen

In addition to this they must provide an official letter or document from a previous employer or agency.

Please note that a driving licence is not a Right to Work document, this can be used for identification purposes but NOT a Right to Work.

For non-British or Irish citizens, Right to Work can be proved by:

- A share code
- Immigration documents

Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Staff Who Have Lived or Worked Abroad

There is now a risk assessment available for staff who have lived or worked abroad if the checks are unobtainable or unfeasible. If you find a member of staff has been appointed without checks, then contact Louise Veeren or HR for advice.

Elective Home Education Guidance Review

This consultation seeks views on revised versions of the non-statutory elective home education (EHE) guidance for Local Authorities and parents. The EHE guidance was last updated in 2019 and is due for review. Both sets of guidance are a vital resource for parents and Local Authorities to help them understand their roles and legal responsibilities around EHE. The changes made aim to help parents and LAs better understand what they are required to do to ensure all children receive a suitable education: [Elective Home Education guidance review - Department for Education - Citizen Space](#)

Training

The London Grid for Learning offers training, much of it online and free: <https://lgfl.net/safeguarding>

Prevent

A reminder of the government courses which are online and free. There are three levels and DSL's should complete all three. They are very useful and provide a certificate of evidence once completed: <https://www.gov.uk/guidance/prevent-duty-training>