

New Year...New Headteachers!

We start 2024 by welcoming two new Headteachers to St Benet's MAT.

At Tacolneston & Morley Federation we warmly welcome Andrew Phoenix as permanent Executive Headteacher of both primary academies.



Born in Liverpool, Andrew initially studied Architecture at the University of Sheffield but after voluntary placements in a local primary school soon realised that teaching was where his passion lay. After his PGCE he worked in a primary school in Ripon, Yorkshire before moving to Norfolk when his first child was still young and teaching in North Walsham. Andrew moved back to Yorkshire for some years before finally returning to Norfolk to take up the Headship at Hillside Avenue Primary in Norwich in 2019.

Having experienced first hand the difference that Church schools can make in children's lives he very much wanted to work in a Church school and is delighted to have been appointed at Tacolneston & Morley. His vision for the two schools is to see them at the heart of their communities, with distinctive individual identities within a strong federation, with genuine respect, love and compassion at their heart.



Alongside his teaching career, Andrew and his wife were also foster carers in Yorkshire for around 7 years and have 3 adopted children as well as their 2 birth children. Christian faith is very important to Andrew and his wife and they worship with Hope Church in Wymondham. When not teaching, Andrew loves to create and build things with his family, including Lego and snow sculptures—when the weather permits!



At St Mary's Junior in Long Stratton we welcome Laura Richardson as permanent Headteacher. Laura was seconded from Diss to St Mary's in 2022 and, after working as Deputy Headteacher under Adam Riley, was successfully interviewed for the permanent position, starting on 1st January.

Laura commented, *"I am delighted to have this opportunity from St Benet's MAT to continue to develop the foundations that we have put in place over the last 15 months.*

With the support of colleagues in the Trust and the school team, I have confidence that every child at St Mary's will have access to high quality teaching and learning, opportunities to participate in aspirational experiences through a broad and balanced curriculum and develop to be good global citizens. I look forward to working at St Mary's as we embark on our journey to good and beyond. I have a hardworking and committed team who are passionate about ensuring every child has the opportunity to 'Soar on wings like eagles'." (Isaiah 40:31)



SEND Reminder

The Trust's Improvement Lead for SEND, Nadine Avenal, draws your attention to the latest Local Authority e-Courier, which can be accessed here:

<https://csapps.norfolk.gov.uk/csshared/ecourier2/misheet.asp?misheetid=68195>

Please note in particular the following items:

*A reminder that from financial year 23/24 onwards, we will only process requests for support that are submitted **before 31 January** each financial year. This means that any requests received from 1 February will not be processed until the new financial year and will be allocated from the summer term onwards - not backdated to the beginning of the Spring term.*

Reviewing INDES

We recommend that the INDES for a CYP is reviewed annually for each child or young person with SEND, ideally as part of the review stage of an APDR cycle. This is to ensure that the needs are accurately captured and that identified needs feed into the CYP's SEN support plan. However, settings do not need to resubmit an INDES via the webform unless the CYP's needs have changed significantly. If settings do decide to resubmit an INDES, please could they ensure that this is internally moderated before submitting.

TV Licence Reminder

A reminder that your school only requires its own TV Licence if it intends to:



- **watch or record TV on any channel via any TV service**
(e.g. Sky, Virgin, Freeview, Freesat)
- **watch live on streaming services**
(e.g. ITVX, Channel 4, YouTube, Amazon Prime Video etc)
- **use BBC iPlayer**

Further information can be found here: <https://www.tvlicensing.co.uk/check-if-you-need-one/topics/what-does-your-tv-licence-cover>





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@doneesc.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.



DoNESC Helpdesk

Thank you to everyone who is using the Helpdesk to raise their queries with the DoNESC central team.

We are always working to streamline our processes and will continue to take on board feedback to make the Helpdesk as efficient as possible.

We would like to remind you that the Helpdesk should be your 'Go To' for queries that you need to raise.

Please do not send emails or phone in the first instance. Queries received via phone calls will be logged onto the Helpdesk and triaged in the same way as those raised on the Helpdesk directly. Emails will receive a reply asking you to log your query on the Helpdesk.

This will mean that accurate information around response times and SLA timescales are truly reflected and will help us to improve the service that we provide.

- ◇ However, if your matter is **urgent** and the circumstances require an emergency call and immediate assistance, then please do call and we can ensure that the matter is dealt with and responded to in an appropriate and timely way.
- ◇ Exceptions are invoices for the Finance processing department, and those queries which need to move to email due to the complexity of their nature.

For queries please contact wendy.allsop@donesc.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).



Update to Trust Safeguarding Policy

The Trust Safeguarding Policy (S16 Safeguarding Policy) has been updated following the update to Working Together to Safeguard Children (Dec 2023) statutory guidance.

The editable version which highlights the changes has been sent to academy Heads and offices and is available on the Resource Hub on the Trust website (www.stbenets.org).

All academies are asked to apply the updates to their Safeguarding Policy, ensure that all staff are made aware of the update and that the updated policy is made available on the academy website.

If you have any queries, please contact tara.burrows@donesc.org.

Safeguarding Update–1

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 System: Move from Tasc Cura to CPOMS

The process of moving to CPOMS for all schools is now well underway. If you haven't contacted Louise about moving before September and you would like to then please do. If not, Louise will contact you in due course.

Bikeability

As raised in the previous communication, there are issues with the organisations that provide services to schools under the banner of Bikeability. This is not yet resolved. If you have Bikeability booked in and they have not sent you a letter of reassurance you will need to have a staff member accompany them. There is significant difference between what different organisations that work under the banner of Bikeability are producing or not at all. If you have any concerns and wish to discuss then please contact Louise.

Outside Agencies

DONESC have attempted to gain letters of assurance from outside agencies, namely those doing maintenance and building work. This is ongoing and proving very difficult to do to the standard that we wish them to uphold in terms of recruitment. It transpires that whilst organisations will check the DBS, often they have not followed the same safer recruitment procedures outlined in a letter of assurance. If you are not satisfied that they have followed these procedures then they must be escorted whilst on site, or you will need to be sure they have no access to children, i.e they are working in a fenced off area or they will need to do the work out of hours. For any building work moving forward, the DONESC Estates Team and Louise will be working closely together to ensure that we have these assurances or that the contractors are not on site at a time when there could be contact with children. If you have any queries around any outside contractor, whether this be building services, maintenance or other agencies such as sports clubs etc, please contact Louise to discuss a way forward.

There is a template letter in the Resource Hub on the Trust website to be sent to outside agencies if they do not have their own.

Safeguarding Policy

The Safeguarding Policy has been amended to change the dates so it states that it's the 2023 guidance not 2018.

Prevent

The Prevent part of the Safeguarding Policy has not been amended in discussion with the Local Authority. Schools should have a Prevent risk assessment, Louise is working on information from the LA and nationally to populate some of the risk assessment. This was discussed at the previous DSL meeting and will be available shortly by next week for schools to populate their own contextual risks onto it. There were some queries around a LA risk assessment. **The LA does not produce its own risk assessment.** They have advised that DSLs who receive the Operation Encompass notifications will also receive Police Prevent updates from Norfolk risk. They also held a webinar on Prevent and the slides will be placed in the Trust shared area on the website.

In regards to training, Prevent is part of the whole school training but it is strongly advised that we completed the government Prevent training, with DSLs completing all three levels.

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

Safeguarding Update-2

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

Working Together to Safeguard Children 2023

The new document has now been released and a summary of changes is here:

[Working together to safeguard children 2023: summary of changes \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115222/working-together-to-safeguard-children-2023-summary-of-changes.pdf)

The guidance emphasises the pivotal role all types of education providers play in safeguarding children and promoting their welfare as well as the central importance of children having access to a suitable and full-time education. This is really welcome change.

In the first instance please ensure that you have read and understood the summary of changes. There is also an LA MI sheet on this: [Norfolk Schools](#)

The LA will liaise with Norfolk Safeguarding Children Partnership about the revised guidance and what this means for local practice moving forwards. Further information will be provided to schools and colleges in due course.

NAASA Conference

You may be aware that I am a member of the National Association of Safeguarding Advisors - they have a free conference this year in February.

Warwick and Sheffield- a bit of a way for us.... But I am speaking at it!

If anyone is interested in booking please contact me for further information. The booking links are below, this event is repeated on both days:

27th February 2024 - Aston Hall Hotel, Worksop, Sheffield, S26 2EE

<https://www.eventbrite.co.uk/e/738385640327?aff=oddtcreator>

28th February 2024 - Warwick Independent School, Warwick, CV34 6PP

<https://www.eventbrite.co.uk/e/738432761267?aff=oddtcreator>

Did you know...

St Benet's pays for all its employees to have free access to the Spectrum.Life employee wellbeing service. If you haven't registered yet, follow the simple instructions below to sign up online.

The online platform is accessible from this link:
<https://donesc.spectrum.life/login?org=DoNESC>

On the home page you will be asked to enter your name and email address, create a password and choose who you work for from a drop-down menu (you should choose St Benet's) and this will then take you through to the welcome page. If you have any problems registering, please contact wendy.allsop@donesc.org

The Spectrum.Life service also includes access to 6 free counselling sessions (virtual or face-to-face) via the Employee Assistance Programme, access to a Discount Marketplace, advice on fitness, nutrition and many articles, videos and audios around wellbeing.

There are weekly running guides, advice on stress, diabetes, sleep, menopause, heart health, exercise videos and much more.

B-Comms will focus on some of these specific areas in future issues and your Headteachers will be receiving some promotional material to share with you.

We encourage you to sign up and make use of Spectrum.Life; it's there for your benefit!



The Bishop's Lent Appeal 2024

The Bishop's Lent Appeal 2024 will help to raise money to provide water tanks for Ordinand's Homes at Newton Theological College in Papua New Guinea.

Due to the mountainous nature of Papua New Guinea all but very local travel is made by air, and the limitations and expense of travel mean that students must live on campus with their families. Family life is centred around the wind-house which is the coolest way to spend the day but sleeping accommodation and toilet facilities are provided in small chalets.

Most of the student houses at Newton College are in great need of refurbishment and nearly all need significant repair, but the primary need is to provide them with clean water from rainwater tanks and to reconnect toilets to septic tanks. The sinking of a new bore earlier this year will also supplement the surface water provision.

It will cost around PGK 2,000 (around £400) to install a water tank between every two student houses and the 2024 Bishop's Lent Appeal aims to raise to raise enough to provide twenty-five tanks between fifty student homes.

The Principal of Newton College, Archbishop Jeffrey Driver, writes: *"Theological education should never simply be an academic abstraction, and in places like Papua New Guinea there must be a strong link between the disciplines of theology and the needs of community development. This means that Newton College has been consistently involved with a range of practical programmes in areas like health and adult literacy."*

The Bishop of Norwich, Graham Usher, writes: *"Your donations and fundraising will enable ordinands and their families to thrive, so supporting the next generation of Christian leaders in Papua New Guinea to have the best possible start with their training."*

For fundraising ideas, click here: <https://www.dioceseofnorwich.org/lent2024/fundraising-ideas/>

To donate, click here: <https://www.dioceseofnorwich.org/donate/>



The Bishop's
Lent Appeal 2024

THE CHURCH
OF ENGLAND
Diocese of Norwich

Support the next generation of
Christian leaders and their families
in Papua New Guinea.

This year's appeal aims to raise enough money to provide 25 water tanks for Ordinand's homes at Newton Theological College in Papua New Guinea.

The Bishop of Norwich, the Rt Revd Graham Usher, says:
"Your donations and fundraising will enable ordinands and their families to thrive, so supporting the next generation of Christian leaders in Papua New Guinea to have the best possible start with their training."

Explore more and give today at
www.DofN.org/lent

FR Registered with FUNDRAISING REGULATOR

All donations go directly to the Diocese of Norwich (Charity No. 249318).

Upcoming Events

Future events arranged by the Trust will be listed here.

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday
22.01.24	Sancroft (Sec) CARD and ARM	Dickleburgh CARD	Dickleburgh CARD; Beacon Fed ARM	Sancroft (Prim) CARD & ARM	Scole CARD; Diss PAP ARM; EYFS Network at St Mary's Junior (09.00-16.00)
29.01.24				Leaders' Forum (for HTs) at Orchard House (09.00-14.00)	
05.02.24	Twilight Pathway 3 at Sancroft (Prim) (16.00-19.00)	Twilight Pathway 1 at Sancroft (Prim) (16.00-19.00)	Twilight Pathway 2 at Sancroft (Prim) (16.00-19.00) Headteachers' Workshop at Orchard House (09.00-16.00)		
12.02.24		Strategy Development Day (for HTs) at Orchard House (09.00-16.00)	Trust Review Meeting (for Central Team only) at Orchard House (13.00-17.00)		