



WE WISH ALL OUR STAFF
A WONDERFUL
CHRISTMAS AND A VERY
HAPPY NEW YEAR!



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

Acle Primary, Alburgh with Denton Primary, Catfield Primary, Dickleburgh Primary & Pre-school, Diss Junior Academy, Diss Infant Academy & Nursery, Garboldisham Primary, Happisburgh Primary, Harleston Sanctroft Academy, Hickling Infant, Little Plumstead Primary, Morley Primary, Newton Flotman Primary, Scole Primary, St Mary's Junior, St Mary's Primary, Sutton Infant and Tacolneston Primary.

We also work with schools through the DfE's TSIO programme: Pulham Primary and Worstead Primary.



For information | All primary and junior schools

Suffolk Assessment and Moderation Team - Spring term assessment courses

All of the Spring term assessment courses, both face to face and online, are now available to book via the [Suffolk Learning website](#).

This includes:

- **Writing assessment support at year 6** - A session for colleagues to discuss the writing their Year 6 pupils have done so far this year and to consider the next steps in writing for their pupils.
- **Key Stage 2 SATs administration** - This session will include information about access arrangements, test security and what to do if there are unforeseen circumstances during the tests.
- **Being a KS2 SATs observer** - This session will support governors to undertake the role of KS2 SATs observer successfully. It will include information about test preparations and procedures, including what is and is not permitted during the tests, storage of test scripts and security before, during and after the tests.

These sessions are **fully funded** for LA maintained schools through the DfE moderation grant and for all academies who have a moderation and monitoring agreement in place with Suffolk LA.

[View full details and book a place](#)

Contact: Kathryn.roper@suffolk.gov.uk

Tel: 01473 264169



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 or you can email the Central Team via info@stbenets.org.



Press & PR

From 31st May 2024 you should contact 01603 550147 or info@stbenets.org with any press enquiries.

Diocesan Communications

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 Karen Tyrrell, PA to the Diocesan Director of Education, at: karen.tyrrell@dioceseofnorwich.org.

It is the responsibility of the Diocesan Board of Education to oversee the strategic direction for all schools and academies within the Diocese of Norwich. That's 107 schools in total across St Benet's, DNEAT and LA maintained schools. The DBE has just published its next Strategic Plan covering the period 2024-2030. We encourage you to have a look [here](#).

Vacancies

For vacancies at St Benet's MAT please visit: www.stbenets.org.
Please email your vacancies to: hr@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.

Christmas Working Hours for Centralised Suppliers



Please note the Christmas closedown dates for our some of our centralised suppliers:

- * **Nourish** (Catering) - Closed from 23rd December to 1st January inclusive. Area Managers will be available by phone for urgent queries
- * **Ergo** (IT Support) - Closed from 23rd December to 1st January inclusive. In case of emergencies please contact Wendy Allsop (01603 550161) during this time.
- * **Rydal** (Broadband) - Closed 25th and 26th December and 1st January.
- * **Leverstock** (Phones) - Closed from 23rd December to 1st January inclusive. Emergency tickets raised will be actioned.

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).



The latest Governance Bulletin is available here: [Governance Bulletin - 12 December 2024](#)

St Benet's Updated Policies

The following policies have recently been reviewed, updated and approved:

- HR04 Wellbeing Policy
- HR05 Recruitment and Selection Policy
- HR08 Management of Sickness Absence Policy
- HR31 Job Evaluation Policy (*New policy*)

These policies have been uploaded to the St Benet's website (<https://stbenets.org/about-us/model-policies/>) and shared with Headteachers and Office Teams. All staff should be aware that these policies have been updated and are now in circulation.

The following policy is no longer required, please remove it from your records:

- S27 Early Career Teacher (ECT) Induction Policy (*The content of this policy is covered by the [statutory guidance for ECT Induction](#) which all academies must be compliant with*)

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>

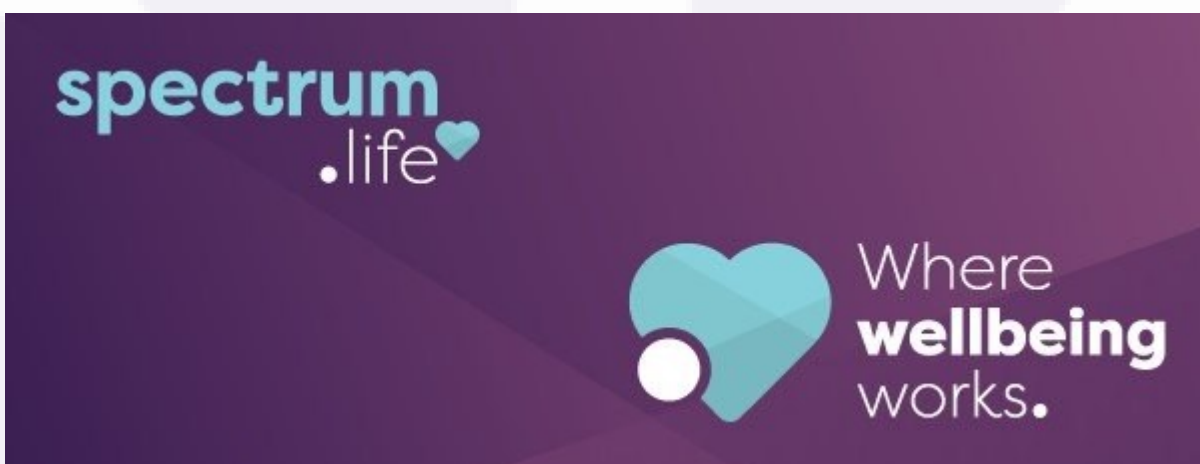
On the home page you will be asked to enter your name and email address, create a password and choose who you work for from a drop-down menu (you should choose St Benet's) and this will then take you through to the welcome page. If you download the app it will ask for your Organisation Code which is DoNESC. If you have any problems registering, please contact **wendy.allsope@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!



Upcoming CPD & Events

Trust CPD events over the next half-term are listed here. If you have any questions please contact suzannah.kay@stbenets.org

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday
13.01.25	CPD Material Released; CUSP Early Foundations - online (15.45-16.45)	SEND Network (09.00-16.00)			
20.01.25				DSL Network - online (15.45-16.45); St Mary's Jnr ARM (09.00-10.30); NF ARM (11.00-12.30); Lighthouse Fed ARM (14.00-16.00)	Sancroft Primary ARM (09.00-10.30); Sancroft Secondary ARM (11.00-12.30); Acle/LP ARM (14.00-16.00)
27.01.25		St Benet's CUSP Champions Day at Hickling (09.00-15.30); CUSP Reading Leads - online (15.45-16.45); AwD ARM (09.00-10.30); Diss PAP & Scole ARM (11.00-13.00); Beacon Fed ARM (14.00-16.00)	T&M Fed ARM (11.00-13.00); Swallowtail Fed ARM (14.00-16.00)	PiXL National Conference in London	EYFS Network (09.00-16.00)
03.02.25	LA Data Support - ASP Session at OH (13.30-15.30)	CUSP Writing Leads - online (15.45-16.45)		Leaders' Forum at OH (09.00-14.00)	
10.02.25				RSL Group (15.40-16.40)	

Key:

OH—Orchard House NR20 3LR

ARM—Academy Review Meeting

RSL—Raising Standards Leads

LA—Local Authority

DSL—Designated Safeguarding Lead

CUSP—Curriculum with Unity Schools Partnership

ASP—Analyse School Performance

EYFS—Early Years Foundation Stage

CPD—Continuous Professional Development