

## Fantastic Fundraising at Little Plumstead Primary Academy!

Just before Christmas, the children of **Little Plumstead Primary Academy** took part in the Rudolph Run, organised by the Friends of the School.

A phenomenal **£1,644** was raised for Nelson's Journey, a local charity which supports bereaved children. The photo below shows Imogen, who raised an amazing £170, presenting a cheque to Richard Hancock of Nelson's Journey.



Pierce Hunt, Executive Headteacher of The Acorn Partnership, with Imogen, Richard Hancock and Caroline Feavearyear from the Friends of Little Plumstead Committee



### REMINDER FOR HEADTEACHERS:

**From Monday 20th January a new weekly Headteachers Bulletin will be sent out from Suzannah, containing communications from the Trust Central Team and DoNESC.**

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.

As the New Year starts, we welcome back all our staff from the Christmas break. St Benet's starts 2025 with a new CEO, following the retirement of Richard Cranmer.



Many of you will already know Sam Nixon, who joined St Benet's as Director of School Improvement in April 2020 to support improvement across our schools.

Sam had previously been Headteacher of a rural school and Executive Headteacher of a small group of schools. Most recently, he was Headteacher at Ashleigh Primary School & Nursery, leading it through substantial growth and to an Outstanding Ofsted.

He has also worked with a range of schools through LLE, VNET Change Leaders and NLE support initiatives. He was appointed Deputy CEO in September 2022 and became CEO on 1st January.

**Headteachers have been asked to put these posters up in their schools, highlighting our Trust Values.**



## New Profile for St Benet's MAT on Education Job Finder

We are pleased to start off the New Year announcing an exciting development within the Trust's recruitment branding - in December the St Benet's Trust page on Education Job Finder (EJF) went live!

Headteachers and School Business Managers will recall this was in development and announced during the Recruitment Webinars in the autumn term.



The page provides an overview of the Trust, its culture and Values, the benefits of working within your academies, and a case study highlighting the CPD opportunities available to employees.

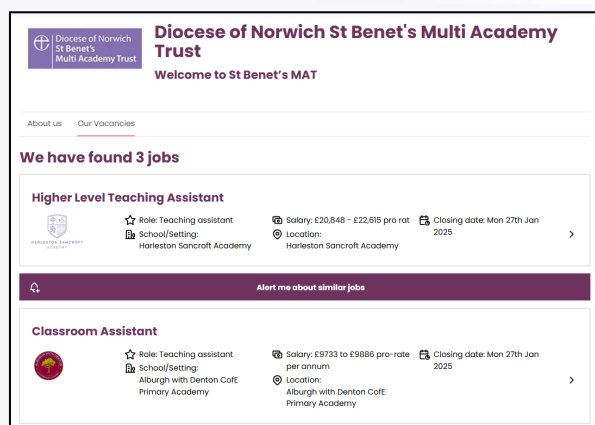
It is accessible on the website's homepage and via a link on every academy advert. The purpose of this page is to provide candidates with an oversight of St Benet's as an employer, to connect the dots between the academies and the MAT and improve accessibility for candidates to view all adverts within the Trust on one page.

We are excited for further recruitment developments we have upcoming and look forward to seeing this support St Benet's as an employer of choice.

If you have a moment, please do follow the link to review the page:

<https://www.educationjobfinder.org.uk/company/diocese-of-norwich-education-and-academies-trust>

**Chloe Humphrey - Recruitment & Apprenticeships Officer**  
**DoNESC**



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## † IN MEMORIAM

St Benet's was saddened to learn this week of the passing of Lyn Schug, a much-loved colleague of the Diss Primary Academy Partnership. Lyn had worked for 24 years at the Infant and Junior schools in the town before retiring in 2023, and leaves a rich legacy behind through her tireless work supporting children and families.

If anyone would like further details of funeral arrangements, please contact [diss@dissandscole.stbenets.org](mailto:diss@dissandscole.stbenets.org).

Our thoughts and prayers are with her loved ones.







## Diocesan Prayer Diary

The Diocese of Norwich have a Prayer Diary, which can be accessed [here](#).

## 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](mailto:info@stbenets.org).



## Press & PR

From 31st May 2024 you should contact 01603 550147 or [info@stbenets.org](mailto: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 Jodie Ballard, PA to the Diocesan Director of Education, at: [jodie.ballard@dioceseofnorwich.org](mailto:jodie.ballard@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](http://www.stbenets.org).  
Please email your vacancies to: [hr@donesc.org](mailto: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.

### Ergo Merger with Office Xpress

From 1st January 2025, Ergo Computing will trade as OfficeXpress Europe Ltd.

Your Headteachers have been sent full details of this merger, along with FAQs and posters to go up in school, but the most important points are:

- ⇒ Your points of contact and onsite engineers remain the same, as do all processes and procedures. However, contact email addresses (including the Helpdesk email address) are changing.
- ⇒ Communication channels, including email addresses, will be updated. The new email format will follow the structure: **initial** followed by **surname** @officexpress.co.uk. Your key contacts' email addresses will change to:

Pete Marsden – Service Delivery Manager: [pmarsden@officexpress.co.uk](mailto:pmarsden@officexpress.co.uk)

Daniel Molineux – Account Manager: [dmolineux@officexpress.co.uk](mailto:dmolineux@officexpress.co.uk)

Charlotte Hickling – Operations Director: [chickling@officexpress.co.uk](mailto:chickling@officexpress.co.uk)

Wendy Sissins – Contracts Director: [wsissins@officexpress.co.uk](mailto:wsissins@officexpress.co.uk)

To ensure a smooth transition, all old Ergo email addresses will have a redirect in place for a short period of time. This means that any communications sent to Ergo email addresses will still be delivered during this period.

- ⇒ From 1<sup>st</sup> January 2025, the Support Desk's email address for reporting an issue will change to: [support@officexpress.co.uk](mailto:support@officexpress.co.uk). All other channels for reporting an issue, e.g. phone or web, remain the same.

### Reminder - new starter email addresses

Please request email addresses for any new starters in a timely manner a week ahead of their start date. The SLA timescale for new email addresses to be set up is within 5 days.

Please direct queries to your OfficeXpress team.

Wendy Allsop  
Project Manager and EA to DoNESC CEO  
[wendy.allsop@donesc.org](mailto:wendy.allsop@donesc.org)

OFFICE  
**X**PRESS



#### How to request support



**Call us**  
Phone: 0115 916 4140  
You can reach IT support from  
08:00 - 18:00 on weekdays.



**Email us**  
Email: [support@officexpress.co.uk](mailto:support@officexpress.co.uk)  
Send us an email and use your  
school name in the subject line.



**Web portal**  
Visit: [help.supporting-it.co.uk](http://help.supporting-it.co.uk)  
You'll need your email address  
and password to login. If logging  
on for the first time, please click  
on "Forgot password?" and add  
your email address to create a  
new password.

#### Tracking your support request

When you seek support, we will provide you  
with a unique Ticket ID to allow you to track  
the progress on any issue we are unable to  
resolve immediately.

Fortunately, you won't need to remember the  
Ticket ID, we'll log the call against your email  
address and send through a link to access the  
web portal where you can see the progress of  
the ticket and provide any updates.



## Governance Update–1

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](#).

## Data Protection Update

*Data Protection by Design and Default - integrating robust privacy practices to ensure that personal data is protected from the outset and throughout its lifecycle.*

### New Year, New Form

I want to share three quick-fire reminders to start the new year:

1. *Every time you fill in a form with personal details on it, start a new form from blank.* I know it can be tedious to have to write the same information several times and it would be so much easier to overwrite the last one you did but, when we're dealing with often sensitive information related to children, the risk is too great. Start a fresh form every time.
2. *Everyone* working in the Trust who has access to personal data should have completed the data protection training on IAM Compliant by 31 December 2024. Thank you to everyone who has done so, this is a great step forward. If you have not completed it yet, please do so by the end of January at the latest. The module titles are:

GDPR Overview

Data Breaches

Data Handling (Best Practice)

Each one is only 15 minutes, and you can find them in the Cyber Security Collection if they are not already assigned to you when you log in.

3. If you're worried that something has been accidentally shared when it should not have been - a data breach - [use the online form to report it here](#). It doesn't matter if it turns out that you've been over cautious - much better that way!

**Hannah Monk**  
**Head of Governance**  
**DoNESC**

## Governance Update–2

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).



### St Benet's Updated Policies

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

- **NS10 Alternative Provision Policy**
- **S14 Pay Policy** (*personalisation required*)

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.**

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

**Tara Burrows**  
**Governance Officer/Trust Clerk**  
**Diocese of Norwich Education Services Company**

## 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

A reminder to contact Louise if anyone in your team requires a DSL training update soon. We have purchased a discounted package from the Local Authority.

If you have not yet had SENSO set up for filtering and monitoring, can you also contact Louise with the details of those who you wish to have the alerts.

### Scratch

There has been much discussion around 'Scratch'. After significant research and discussion into Scratch, this site has now been fully unblocked for usage across the Trust.

Thank you for your patience in this matter.

### News Article Regarding Online Sexual Abuse, Blackmail and Violence

A distressing article reported in the news regarding a teenager sentenced to six years in prison for being involved in a Satanist terror network.

It serves as a reminder to keep talking to children about them talking to an adult about their worries on online content and parents to monitor their child's internet usage.

<https://www.bbc.co.uk/news/articles/c9w5rkzxjl4o>

One of the victims in this cases stated:

**"Be really careful of who you're talking to," she says. "And if it happens to you, talk to someone about it."**

### Safeguarding Through Age Assurance

Ofcom have announced a critical milestone in protecting young users from harmful content online. Ofcom's newly published [industry guidance](#), stemming from the Online Safety Act, provides an outlined roadmap for industry to ensure children are shielded from online pornography and other harmful material online.

See the link to further information here:

<https://swgfl.org.uk/magazine/ofcom-announces-new-age-assurance-guidance-to-protect-children-from-harmful-content/>



## 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](mailto: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!**

spectrum  
.life



Where  
**wellbeing**  
works.

## 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](mailto:suzannah.kay@stbenets.org)

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday
20.01.25			Implicit Training at Little Plumstead (09.30-12.30)	St Mary's Jnr ARM (09.00-10.30);  NF ARM (11.00-12.30);  Lighthouse Fed ARM (14.00-16.00);  DSL Network - online (15.45-16.45)	Sancroft Primary ARM (09.00-10.30);  Sancroft Secondary ARM (11.00-12.30);  Acorn Partnership ARM (14.00-16.00);  Implicit Training at St Mary's Junior (09.30-12.30);  LA DSL Training
27.01.25		St Benet's CUSP Champions Day at Hickling Infants (09.00-15.00);  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)	Swallowtail Fed ARM (14.00-16.00)	PiXL National Conference in London	EYFS Network (09.00-16.00)
03.02.25	T&M Fed ARM (09.30-11.30);  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