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Message from Gary Lewis

Mr Johnson's announcements yesterday that we remain on schedule to come out of lockdown in stages is good news. In particular it means that we can reduce some of our restrictions relating to facemasks in classrooms, especially in our secondary schools. Louise Malik is working quickly to have a revised Risk Assessment in place for next Monday and you will see guidance on that later in the bulletin. Other changes will follow once we have properly understood the new DfE guidance. The tipping point that we are reaching is that the effectiveness of Lateral Flow Tests (LFTs) in identifying asymptomatic cases and, increasingly, of vaccines in protecting our staff are taking over from social distancing and handwashing as the key risk mitigations in schools. That does not mean that social distancing etc. will not continue to be important for some time, but at least we can see how that restrictive period in school operations is coming to an end and how we can return to the full normality of school life over coming months.

I have got to apologise for a heavy drop of information this week; Heads, please take time to read over the detail as some of the policy consultations and regulatory information is very important, if a touch unexciting. Can I also encourage you to share the weekly newsletter with colleagues in SLT. It is a good window on the breadth of Heads', SBMs' and Governors' responsibilities and also what we do together as a Trust.

Lastly, I've been nudged by Bishop Ruth to ask of we have any nominations for the Somerset Anne Frank Awards. The Awards are for individuals or groups from Year 5 to Year 13 who demonstrate the three core values:

- Actively opposing discrimination, bullying and prejudice
- Supporting and caring for others in need
- Working within conflict resolution and social inclusion

The Anne Frank Awards are jointly sponsored by Avon and Somerset Police and Wells Cathedral. [Click here](#) to visit their website.

Gary Lewis

School Inspection Data Summary Reports (IDSR)

The IDSR has been updated (release date January 2021) and is now available to download. [Click here](#) to find out how to download your school's report.

Mental Health Awareness Week

This week is Mental Health Awareness Week with a focus this year on getting out into nature and the benefits this can bring to our wellbeing.

The [Mental Health Foundation](#) has published a number of resources including:

- A [video introduction](#) to mental health week
- Top tips for wellbeing
- Blogs and videos

A reminder that there are also ideas and support available to all LSP staff, including a telephone counselling helpline, via the [LSP Gateway](#).

You may like to share this information and guidance across your school staff.



Schools and colleges to benefit from boost in expert mental health support

The Government have announced £17 million in mental health funding for schools and colleges to help them recover from the challenges of the pandemic. [Click here](#) to find out more.

Policy Review Timetable

The [policy review timetable](#) for academic year 2021-22 has now been produced. This details the planned dates for consulting schools on proposed changes to policies.

Policy Consultations

On Friday we launched a number of policy consultations, as detailed below:

Operational Policies
Health and Safety Policy - including:
Section 1 - Lighthouse Schools Partnership - policy statement, strategic organisation and summary of arrangements
Section 2 - Individual School/Central Team - details of the organisation and the arrangements for ensuring health, safety and wellbeing
Appendices - A range of more detailed appendices such as Fire Safety checklist, Schedule of Risk Assessments
Business Ethics Policy
Long Service Award Policy (new)

The consultation can be accessed by [clicking here](#).

Where possible the proposed changes have been tracked for your information. This is not the case for the Long Service Award Policy as it is a new policy.

We would like to encourage Headteachers, School Business Manager and other staff, as appropriate, to participate in this consultation. We would also like Chairs of Local Governing Bodies (LGB) to ensure that the consultation is reported to their LGB and any response from the LGB is noted in their minutes. Chairs may wish to identify a member(s) of the LGB to lead on making a response to share the workload and benefit from governor skills. In relation to the Health and Safety Policy, it is suggested that the LGB concentrate any review on sections 1 and 2. The Headteacher and Chair of the LGB may also want to consider sharing the consultation with other stakeholders.

Please submit your comments to the consultation to Jane Norris at jnorris@lsp.org.uk. If you would like to submit changes to any of the policies please highlight your changes or make them using tracked changes and also send them to Jane.

Thank you for your engagement in this process.

May we also take this opportunity to thank all of you that have responded so far to our last policy consultation which closes today.

Louise Malik

LSP School Improvement Planner

Following the inclusion of the Annual Planner 2021-22 in last week's bulletin, please find the front page of the [School Improvement Planner 2021-22 here](#) for your consideration and to inform planning for school leaders and your Local Governing Body.

School Leaders Disadvantaged Strategy Conference

This will be held on Tuesday 22 June 9.00am–12.00noon (online) led by Marc Rowlands. The conference will form the basis of our work across the Trust around our disadvantaged students and we are expecting all schools to attend.

We are delighted that Marc Rowlands will be presenting followed by a question and answer session. It is for Headteachers, and other school leaders, as well as any governors who are able to join us. Further details will follow but please register for the event [here](#).

Health and Safety Workshop Sessions: Friday 7 May

Thank you to those that attended the Health and Safety workshop sessions on Friday 7 May and to Delegated Services for supporting the sessions.

Recordings of the sessions and slides are available [on Foldr](#).

School Devolved Formula Allocations for 2021-22

The DfE has now confirmed the Devolved Formula Capital allocations for each school for 2021-22. These can be found on the [DfE website](#)

They are contained in 'School capital funding allocations for 2021 to 2022' (MS Excel Spreadsheet) in worksheet 2.

LSP 'IT Basket' –potential savings opportunity

We will be asking our IT business partners to quote for a large IT order later this week. By adding further items to this large order we may be able to make substantial savings. Therefore if you have any requirements for IT equipment that you would like included please could you forward them to Beth Watts: bwatts@lsp.org.uk no later than Friday 14 May.

Copyright Licensing Agency

Published materials are protected by copyright. The Copyright Licensing Agency (CLA) gives teachers permission to copy up to 5% from many publications schools own. The DfE has supported schools by taking licences centrally and has renewed the licences to 2026.

Schools can download copies of the CLA poster [here](#).

Early Career Framework

The Early Career Framework (ECF) will become statutory in September 2021. This will introduce a significant and robust package of support and professional development for teachers in the first two years of their teaching career. This is a hugely positive development.

The ECF will require schools to implement a very robust process of mentoring for Early Career Teachers (ECT) and access materials from an accredited ECF provider. Each ECT is assigned a mentor who observes and meets with them on a weekly basis. This is supported with funded mentor training. Having evaluated the providers we have decided that, as a Trust, we will use **Education Development Trust**. We believe their framework and its delivery will meet the needs of our schools and teachers. We will, at upcoming Headteacher Briefings, be sharing more details about the framework and how your school can prepare for it.

This term you will need to register your ECTs and your chosen provider. The DfE will be contacting schools in the next few weeks with instructions on how to do this. When you receive this email please register the **Education Development Trust** as your chosen provider. Following this you will also need to register your ECTs with our local Teaching School Hub (Five Counties) and also with an Appropriate Body. We will give you further information about this process when we have details.

If you have any questions please contact Isobel George: igeorge@backwellschool.net (Secondary Schools in the Trust) or Janine Ashman: JanineAshman@sppschoo.uk (Primary Schools in the Trust).

NPQ and ECF Facilitator Opportunities

As a Trust we are working closely with our new Teaching School Hub: Five Counties. This is an exciting collaboration that covers South Gloucestershire, Bristol, North Somerset, Somerset and Bath and North East Somerset (BANES).

Part of Five Counties' offer will be around delivery of the ECT and the revised NPQs alongside the national accredited providers. They are currently looking for local facilitators to deliver both of these programmes and are looking for initial expressions of interests. This is a great career opportunity for teachers - particularly those with skills that align with the new NPQs in Leading Learning, Leading Behaviour and Culture and Leading Professional Development.

If you, or members of your team, are interested in facilitating these programmes again please contact Isobel or Janine using the details above.

Preferred Suppliers

We are pleased to inform you that the preferred suppliers for Electrical and Mechanical & Plumbing services will shortly be shared with School Business Managers. The suppliers have been added to the preferred supplier database within Every.

As you may know, Every gives you the option to contact suppliers for quotes via the system and you will find these preferred suppliers now appear in the relevant drop downs. Please be mindful that the receiving email addresses may not be monitored 24/7 and therefore, if your request is urgent you should use the telephone numbers found within the pack.

All of these suppliers have submitted the necessary due diligence documentation. If for some reason you wish to use a different supplier then you would need to speak to your Hub Estates manager in the first instance and then request the following documentation from the supplier and forward it to us before letting them attend site:

- Covid-19 Risk Assessment
- Health & Safety Policy
- Enhanced DBS numbers
- Public Liability
- Employee liability
- Asbestos Awareness or Legionella Awareness training
- Risk Assessments/Method Statements
- External Accreditation

Please note we will be asking the Preferred Suppliers to bring copies of their enhanced DBS certificate to any site that they are visiting for the first time.

Reminder: Surveys—Terms 5 & 6

Staff Voice Survey 2020-21

A reminder that schools are asked to run a staff voice questionnaire, using these questions, before the end of Term 5. The results of your survey will need to be considered by your Board of Governors prior to submission and schools are required to forward the analysis to The Central Team by emailing jnorris@lsp.org.uk by 30 May 2021.

Please contact Eleanor Capel-Davies ecapel-davies@lsp.org.uk if you require a questionnaire with a link set up that you can share with staff.

Pupil Survey— Term 6

Primary schools are asked to run an survey with Year 6 pupils, [using these questions](#), during Term 6. Secondary Schools are already running an exit survey with Year 11 and 13 students. Results must be submitted to the Central Team by 30 June: please email jnorris@lsp.org.uk

Please contact Eleanor Capel-Davies ecapel-davies@lsp.org.uk if you require a questionnaire link to be set up.

Parent Survey—Term 6

All schools are required to run a Parental Survey, [using these questions](#), during Term 6. Results must be submitted to the Central Team by 30 June: please email jnorris@lsp.org.uk

Please contact Eleanor Capel-Davies ecapel-davies@lsp.org.uk if you require a questionnaire link to be set up.

North Somerset Inspection of LA SEND Services

Ofsted and CQC have now restarted the inspection deferred from March 2020 and will be visiting North Somerset during week commencing Monday 17 May 2021.

[Click here](#) to view communications (including a [letter for parents](#)) from Sheila Smith, Director of Children's Services at North Somerset Council.

North Somerset Admissions Service

As a Trust we purchase the North Somerset Admissions Service for our North Somerset based schools. Schools do not need to return the individual delegation forms to the council as we currently buy the full service. We ask the LA to decide in-year admissions on behalf of our primary schools (secondaries operate their own in-year admissions) and offer or decline places.

The options that we will be buying are indicated on [this form](#). If any school wishes to decide more admissions applications locally, that is possible, but you will need to ensure that you have advice from both the North Somerset LA and the Trust. Please contact Gary Lewis if you have any comments or queries relating to this.

Tax Relief for employees working from home during COVID-19

Staff may be able to claim tax relief for additional household costs if they have to work from home because of coronavirus (COVID-19). They cannot claim tax relief if they choose to work from home.

They may be able to claim tax relief for:

- gas and electricity
- metered water
- business phone calls, including dial-up internet access

They cannot claim for the whole bill, just the part that relates to their work.

They may also be able to [claim tax relief on any equipment they've bought](#), such as a laptop, chair or mobile phone.

If their claim is for the current tax year, HM Revenue and Customs (HMRC) will usually make any adjustments needed through their tax code.

How much they can claim?

They can either claim tax relief on:

- £6 a week from 6 April 2020 (for previous tax years the rate is £4 a week) - they will not need to keep evidence of your extra costs
- the exact amount of extra costs incurred above the weekly amount - they will need evidence such as receipts, bills or contracts

Staff will be able to check if they can claim by following this link: [Claim tax relief for your job expenses - GOV.UK \(www.gov.uk\)](#)

If eligible to claim, they will need a Government Gateway user ID and password. They can create a user ID if they don't not already have one and for that they will need:

- National Insurance number
- a recent payslip or P60 or a valid UK passport

Please share this information with your staff. We will also be sharing it via the HR section on the LSP Gateway.

The off-payroll working rules also known as IR35

The off-payroll working rules (IR35) can apply if a worker (sometimes known as a contractor) provides their services through their own limited company or another type of organisation to the school.

An intermediary will usually be the worker's own personal service company, but could also be any of the following:

- a partnership
- a personal service company
- an individual

The rules make sure that workers, who would have been an employee if they were providing their services directly to the school, pay broadly the same Income Tax and National Insurance contributions as employees.

The school, and therefore the Trust, is responsible for determining if the off-payroll working rules apply as from 6 April 2021 all public sector organisations are responsible for deciding if the off-payroll working rules apply.

The Central Team are currently working, with our payroll provider, to produce guidance for schools on how to operate the new arrangements. In the meantime the Central Team are monitoring the payments that schools are making each week. The Team will contact schools on a case by case basis if the off-payroll working rules could apply to a payment and will be withholding the payment until the correct arrangements can be determined.

Please feel free to contact the HR Central Team if you would like to discuss the new rules or if you identify any individual working for your school to whom you think IR35 may apply.



Changes to control measures due to move to Stage 3 of the COVID-19 roadmap

As I'm sure that you are aware, the Prime Minister announced yesterday that we are moving as planned to the next stage of the roadmap from Monday 17 May.

The Government has updated its [guidance to schools](#) and the main changes are highlighted below for your information:

Face Coverings

The [guidance on face coverings in education](#) has been amended to reflect that from Monday 17 May face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and colleges. Face coverings will also no longer be recommended for staff in classrooms. In all schools and colleges, the Government continues to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible.

Importantly, the guidance also says: "The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The Local Action Committee structure (Bronze/Silver/Gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local Directors of Public Health to advise on."

Pupils abroad who are unable to return

Page 32 of the guidance contains a new section on pupils abroad who are unable to return. Please refer to the full detail in the guidance on:

- Recording attendance - attendance registers and codes;
- Admissions register;
- Remote education;
- Teacher assessments; and
- Travel and quarantine.

School workforce

The guidance amends some aspects of Clinically Extremely Vulnerable (CEV) and Clinically Vulnerable staff - please refer to page 35. An additional section has been added which confirms that specialists, therapists, clinicians and other support staff for pupils with special educational needs and disability (SEND) can attend schools to provide interventions as usual where this is reasonably necessary, including where this requires them to move between settings.

Continued.....

Continued....changes to control measure due to move to Stage 3 of the COVID-19 roadmap

Educational visits

Page 47 sets out new guidance in relation to educational visits. Please refer to the guidance for the full details.

- **Educational day visits** were able to resume from Monday 12 April. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. You should consult the health and safety guidance on educational visits when considering visits.
- **Domestic residential educational visits** can be undertaken from Monday 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. [Annex C](#) sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3. There is also a section on making new bookings (page 48) and advice on speaking to insurance providers.
- **International visits:** The government has now published [red, amber and green list](#) rules for entering England. Given the complexities attached to international travel at this stage of the pandemic, the Government recommends schools do not go on any international visits this academic year up to and including Sunday 5 September 2021. The position beyond 5th September will be reviewed again in advance of Step 4. There is a special note on credit notes - any school or trust holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visit.

Transitional, taster and open days

Transitional, taster and open days can go ahead (page 49 of the guidance). You should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with your system of controls and align with the advice contained within this guidance and the roadmap out of lockdown.

Wrap around provision and extracurricular activity

Page 50 following of the guidance is amended. From Monday 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting.

Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.

Continued.....

Continued....changes to control measure due to move to Stage 3 of the COVID-19 roadmap

The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extracurricular provision, including appropriate group sizes.

It is also worth noting amendments to the guidance on performances (page 55) and music, dance and drama and pupil wellbeing.

The following guidance documents have also been updated to reflect these changes:

- [Protective measures for out-of-school settings during the COVID 19 pandemic](#) - updated to provide additional guidance on residential visits, which can commence from Step 3, use of face coverings, indoor group sizes and parental attendance at out-of-school settings.
- [SEND and specialist settings - additional operational guidance](#) - updated to reflect Step 3 of the Roadmap from 17th May 2021, including visits to Special residential settings (chapter 4), asymptomatic testing (chapter 11), funding (chapter 12), face coverings (System of Controls - Annex A) and confirmatory PCR tests (System of Controls - Annex A).
- [Actions for early years and childcare providers](#) - information has been included on staff wellbeing, clinically extremely vulnerable, safe removal of face coverings, attending more than one setting, visits to setting by external professionals, parent and child groups, organised performances, trips, childminders meeting other childminders.
- [Guidance for parents on out-of-school settings during COVID-19](#) - updated to provide additional guidance on residential visits, the use of face coverings, indoor group sizes and parental attendance at out-of-school settings.

Updating School Risk Assessments

The most significant change now required to our risk assessments is in relation to face coverings and this change needs to be in place, following consultation with staff, on Monday 17 May.

The [template risk assessment](#) has been adjusted for changes to the wearing of face coverings only; changes are highlighted in pink. Please now adapt your existing risk assessment to reflect these changes in the updated template. Then consult with your staff and publish your updated risk assessment on your school's website before the start of the day on Monday 17 May.

The table below summarises the changes in relation to face coverings in our template risk assessment:

In classrooms	Face coverings not required for any students
	Face coverings not required for staff within the defined bubble. 2 metres social distancing should be maintained wherever possible
	Face covering required for staff that move between settings/bubbles and where 2 metres social distancing cannot be maintained
Outside of classrooms	All staff and visitors should wear face coverings when moving between settings/bubbles and where 2 metres social distancing cannot easily be maintained
Close contact/ small group work	Face coverings not required for staff within the defined bubble
In offices	Staff working in shared offices should be considered as being in a bubble but should still maintain 2 metres social distancing wherever possible. Anyone entering an office, that is not part of the office bubble, should wear a face covering if they cannot maintain 2 metres social distance at all times
Parents and Carers	Parents/carers still required to wear face coverings on the school site when within the school buildings. Parents/carers may still be required to wear face coverings when outside in the school grounds, if the grounds are not sufficient to enable appropriate social distancing - school based decision

Continued.....

Continued...changes to control measure due to move to Stage 3 of the COVID-19 roadmap

A full review of the risk assessment, incorporating other areas of change, will be undertaken with advice from Delegated Services and issued to schools next week. This will require schools to do a full review of their risk assessment and consult with staff again.

The updates to our template risk assessment are in line with the Government guidance on the use of face coverings, recognising the significant improvement in case rates.

Payment of claims for Free School Meals voucher funding

The Department for Education's intention is to pay claims to academies at the beginning of June 2021, with the following caveat:

"If a school's claims are higher than expected, we may speak to the school about why this has occurred and will pursue any necessary action to rectify the position which could include action to recoup funds. As such, the payment process may take longer for these schools."

Care needed when using Hand Sanitiser

Please ensure hand sanitiser bottles have the nozzles regularly cleaned to ensure that it pumps correctly and in the right direction.

A staff member has been squirted in the eye which has been burnt as a consequence although, thankfully, no lasting damage has been caused.

The biggest component of hand sanitiser is alcohol, and alcohol of any kind is a toxin to the mucus membranes and the skin around the eyes, which can cause burning, stinging, and permanent damage.



Foundation Stage Baseline Assessments

The DfE have released guidance about the 2021-22 Foundation Stage Baseline Assessment which can be found [here](#). It will be statutory for all schools to complete this in Term 1 2021-22.

You can also [click here](#) to view an information leaflet on the assessment.

We will discuss the administration of the assessment with Early Years and Assessment Leads to plan and agree a Trustwide approach to completing the assessment.

We are aware that many colleagues are in the process of updating their information pack which is provided to parents when they accept a place for their child for September 2021. [This link](#) provides a useful summary designed to update parents regarding what Baseline Assessment means for them, which you may choose to use in your packs and possibly your websites.

