



# LDBS SCHOOLS BULLETIN

## HEADTEACHERS PACK

September 2009

Website: [www.london.anglican.org/schools](http://www.london.anglican.org/schools)

### FROM THE DIRECTORS

We have never experienced such a hectic start to a new year but we have gladly been working extra hours as LDBS schools have been delivering better results and there have been smiles on so many faces when staff, pupils and parents came back to their newly refurbished buildings.

An announcement is expected shortly on the appointment of a new Diocesan Director of Education and we are expecting that the candidate will join LDBS during the Spring term 2010.

Good progress is being made on expanding schools to enable the Diocese to meet the growing population of school children in London. Where possible we have been pro-active in trying to keep, or even increase, the Church of England's share of school places. If you feel that you have been left out of plans by your local authority or have a good case to make for expansion we need to hear from you as soon as possible as we are working on plans for 2013 to 2015.

For those of you who will be among the first to have the new style Ofsted inspection this term, we trust the trauma will not be a bad as you may be fearing. The LDBS team will provide as much support as there are hours in day. Included in this mailing is a notice about Ofsted training.

**Inigo Woolf**  
Director, Finance & Resources

**Elizabeth Wolverson**  
Director, Schools Support Services

### WELCOME TO.....

**The Chelsea Academy** opened this term with a Year 7 intake in temporary accommodation. £40m is being spent on creating the new School and the Academy should begin occupation in September 2010.

**Greenside Primary School** in Hammersmith and Fulham is our third affiliated school. We look forward to getting to know the school and providing support and guidance.

### And to...

Gill Brady	Executive Headteacher	St Matthias	Hackney
Amanda Szewczyk-Radley	Headteacher	St Michael's	Haringey
Avis Hawkins	Headteacher	Christ Church	Kensington & Chelsea
		St Mary's Stoke	
Claire Eskelson	Acting Headteacher	Newington	Hackney
Helen James	Acting Headteacher	St Andrews	Islington
Tracey Kilkenny	Head of School	Emmanuel	Camden
Alice Feller	Head of School	St Mary & St Pancras	Camden
Julie Belton	Head of School	St Matthias	Hackney
James Humphries	Deputy Headteacher	Kentish Town	Camden
Clare Dyson	Deputy Headteacher	St Mary's Kilburn	Camden

John Wright	Deputy Headteacher	Christ Church	Ealing
Kevin Sewell	Deputy Headteacher	St John & St James	Enfield
Kathleen Hill	Deputy Headteacher	Latymer All Saints	Enfield
Elaine Lacey	Deputy Headteacher	The Blue School	Hounslow
Vera Vagic	Deputy Headteacher	St Barnabas & St Philip	Kensington & Chelsea
Adrian Corke	Deputy Headteacher	Bishop Perrin	Richmond
Rhys Williams	Deputy Headteacher	St Mary's Twickenham	Richmond
Caroline Dyer	Deputy Headteacher	St Mary's Twickenham	Richmond
Deborah Davis	Deputy Headteacher	Stanwell Fields	Surrey
Andrea McWillia-Bowe	Deputy Headteacher	Laleham Primary	Surrey
Nicola Cook	Deputy Headteacher	St Nicholas Primary	Surrey
Sarah Mears	Deputy Headteacher	Christ Church	Tower Hamlets
Charlotte Diliger	Deputy Headteacher	Stepney Greencoat	Tower Hamlets
Sarah Mears	Deputy Headteacher	Christ Church	Tower Hamlets
Melanie Miller	Assistant Headteacher	Emmanuel	Camden
Christalla Jamil	Assistant Headteacher	St Michael-at-Bowes	Ealing
Cairo Spencer	Acting Assistant Headteacher	St Paul's with St Michael's	Hackney
Gemma Yu	Acting Assistant Headteacher	Clerkenwell Parochial	Islington
Antoinette Bramble	Acting Assistant Headteacher	Clerkenwell Parochial	Islington
James Owen	Headteacher	Bishop Stopford	Enfield
Eugene Moriarty	Headteacher	St Augustine's High	Westminster
Keith Sharp	Acting Headteacher	Bishop Wand	Surrey
Sandra Young	Deputy Headteacher	Grey Coat Hospital	Westminster
Yvonne Hunt	Acting Deputy Headteacher	Bishop Wand	Surrey
Daniel Francis	Assistant Headteacher	Twyford High School	Ealing
Hilary Lloyd	Assistant Headteacher	Twyford High School	Ealing
Neil Jones	Assistant Headteacher	Sir John Cass Redcoat	Tower Hamlets
Sarah Eastwood	Assistant Headteacher	Sir John Cass Redcoat	Tower Hamlets
Leena Ali	Assistant Headteacher	Sir John Cass Redcoat	Tower Hamlets
Elliot Green	Assistant Headteacher	Sir John Cass Redcoat	Tower Hamlets
Tony MacDowell	Assistant Headteacher	Sir John Cass Redcoat	Tower Hamlets
Evelyn Forde	Acting Assistant Headteacher	St Mary's High	Barnet
Anne Kearey	Acting Assistant Headteacher	Twyford High School	Ealing
Phillip Bennett	Acting Assistant Headteacher	Twyford High School	Ealing

## LDBS PROFESSIONAL DEVELOPMENT OPPORTUNITIES

### ***NQT Induction Support***

We enclose further information about the exciting set of events taking place this year to support NQT's in LDBS schools. The first session will be held on **Wednesday 25<sup>th</sup> November** at 1:30pm at Causton Street, in which NQT's will learn about the work of the LDBS and the distinctive nature of Church of England schools led by Liz Wolverson, Director, School Support Services. A flyer for this session is included in the mailing. Please remember that you can book your place for this and for all the other NQT events in advance of receiving the mailings by visiting:

<http://schools.london.anglican.org/NQTs/nqt-index.htm#nqt> and clicking on the relevant link.

### ***National College for Leadership of Schools and Children's Services***

Under a new Government scheme, the CPD allowance given to new headteachers in their budgets will soon be stopped. Instead the allowance will be given to the College, and new headteachers will be allowed to claim training against this. We are against this move as it will stifle opportunities for new headteachers to attend courses promoted by other providers unless schools can find other sources for funding training from within the school's budget. It also creates a training monopoly and restricts fair competition. We are currently involved in challenging this arrangement.

## RE, COLLECTIVE WORSHIP AND SMSC

### ***Book Resources for RE, PSHE and SMSC***

Please find enclosed another helpful review of newly published books and resources for RE, PSHE and SMSC. The review covers all 5 Key Stages plus some management books. Please note that the review will also contain a list of resources that are no longer available and have been removed from the LDBS Books and Resources Centre at our Causton Street office. However these resources are available to schools on a first come first served basis if they would like them for their libraries and resources centres. The only costs to the school will be postage and packaging. However these resources will not be available for schools to claim after half term. Please contact Leanne Gowar on 020 7932 1159 or email: [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org) Please pass on to RE co-ordinators and heads of RE!

### ***Worship Calendar***

A new worship calendar is included in this mailing, and will appear on the website shortly.

### ***RE Scheme of Work***

A number of Primary Schools have extended the LDBS's RE Scheme of Work to include set lesson plans, objectives, presentations and resources. Bishop Winnington Ingram Primary School (Hillingdon) has kindly shared their version with the LDBS and has agreed that schools may request a copy. If you would like a copy of the extended scheme of work please contact Leanne Gowar on 020 7932 1159 or email: [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org) . It is suggested that schools send a small donation to Bishop Winnington Ingram Primary school in appreciation of receiving this fantastic resource.

### ***Godly Play Introductory Course***

Following on from the success of previous Godly Play courses, a new introductory Godly Play course will be held on the **27<sup>th</sup> January 2010**, for Primary School teachers. The cost of the course is £30. A flyer is included in this mailing. If you would like further information, please call Leanne Gowar on 020 7932 1159 or email: [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org)

### ***Godly Play Development Course***

The course is for Primary teachers who have attended the introductory Godly Play course and would like to deepen this understanding with a development course on the **11<sup>th</sup> March 2010**. This will provide the opportunity to extend and develop story telling skills and to look in greater depth at the other elements of Godly Play practice. The cost of the course is £30. A flyer is included in this mailing. If you would like further information, please call Leanne Gowar on 020 7932 1159 or email: [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org)

### ***SIAS Toolkit***

Please find below the link to the new National Society SIAS Toolkit, which includes a self evaluation document <http://www.natsoc.org.uk/siasdocuments/toolkitapril09.doc>. To help schools through the self evaluation process and to help them get a clearer picture of where they are, we have also included the link to the grade descriptors! These can be viewed at <http://www.natsoc.org.uk/siasdocuments/gradedescriptorsapril09.doc>.

### ***Bibles for Children***

Bibles for Children was set up to advance the understanding of the Christian religion through the provision of Bibles and Bible related materials to Primary School children and their schools. Now in their thirteenth year of operation and they have made presentations in over 950 primary schools throughout the U.K. In these schools over 230,000 primary school children now have their own Children's Bible (for all pupils from Year 2 upwards) or Rainbow Good News Bible (for the older pupils in Year 6) to use in school and at home. If you would like your school to receive a presentation, or would like to know more please visit the website [www.biblesforchildren.org.uk](http://www.biblesforchildren.org.uk) or contact them using the link [http://www.biblesforchildren.org.uk/content/index.php?option=com\\_contact&Itemid=3](http://www.biblesforchildren.org.uk/content/index.php?option=com_contact&Itemid=3) or phone 01761 471169 or 01761 471063

## **Christmas Resources**

BibleLands has recently released two new resources for Christmas. *The Bethlehem Carol Sheet* features 26 favourite carols. It comes in large print and music editions, and there is also a CD ROM containing a presentation of the words of the carols in electronic format. *Bethlehem Carols Unpacked* has creative ideas for imaginative all-age carol services including poetry, prayers, drama, worship, the story behind each carol, and the work of BibleLands' overseas partners. For further information or to order please visit [http://www.biblelands.org.uk/cards\\_and\\_gifts/index.html](http://www.biblelands.org.uk/cards_and_gifts/index.html)

## **Music for Schools**

There are two musical resources for Primary Schools this September. The first is 'In this Coming Learning Year' (which you will find a copy of the CD resource included with the mailing) by the Oakbeams Education Support Network. The second is the website [www.alisoncarver.com](http://www.alisoncarver.com). This contains musical scores, music and CD's for all festivals for schools to purchase and use. All resources available on the website can be listened to before purchase.

## **Remembering**

This is the title of a recently launched book by Dianne Leutner to help children deal with the loss of a loved one. The book allows the child to write about the personal memories they have about the person who has died. In many ways the book is like a special place for a child to return to, helping them remember and talk about their loved one, whenever they wish. It is available through the Child Bereavement Charity's website [www.childbereavement.org.uk](http://www.childbereavement.org.uk). A leaflet about the book is included in the mailing.

## **OFSTED**

### **The Key Issues**

Please find enclosed a new resource containing what the LDBS advisors think are the key points about the new framework that could affect LDBS schools.

### **New OFSTED Framework**

In response to the many queries that we have received about the new OFSTED framework, we are running a training session on the 16<sup>th</sup> October to address the main points and critical issues that may affect LDBS schools. A flyer is included in this mailing. If you would like further information, please call Leanne Gowar on 020 7932 1159 or email: [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org)

### **New SEF**

In order to help schools with their SEF's under the new framework, the LDBS advisors have put together pre-Ofsted self assessment tracking form. This is included in the mailing, and is also available from our website using the link <http://schools.london.anglican.org/Mailings/Sept2009/Self%20Assessment%20Tracking1LDBS.doc> For detailed information on the new grade descriptors please use the link [http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Evaluation-schedule-of-judgements-for-schools-inspected-under-section-five-of-the-Education-Act-2005-from-September-2009/\(language\)/eng-GB](http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Evaluation-schedule-of-judgements-for-schools-inspected-under-section-five-of-the-Education-Act-2005-from-September-2009/(language)/eng-GB) where you can download a booklet.

## **ADMISSIONS**

### **The New Code**

You will all know that a new school admissions code came into force on 10<sup>th</sup> February 2009. There are a number of mandatory provisions in this new code which mean that admission authorities must comply with the particular requirement or provision. All schools should have a copy of the code, but it is also available online at [www.dcsf.gov.uk/sacode](http://www.dcsf.gov.uk/sacode)

## **Consultation**

One of the main changes in the new code is the consultation arrangements. As before admission authorities must consult by 1<sup>st</sup> March. IF YOU ARE NOT MAKING ANY CHANGES; you will not need to consult for 2011 and will then need to consult in 2012.

However the majority of schools will be making some changes, even if minor and they must consult. These schools must now consult for a minimum of 8 weeks between 1<sup>st</sup> November and 1<sup>st</sup> March. Schools must consult with first of all the LDBS, their LA, all other admission authorities within the LA, the admission forum, admission authorities in neighbouring LA's and as a new provision, parents and other local and community groups. This last can be done by putting your arrangements on your website and publishing a notice in the local paper saying where they can be read. Having consulted by 1<sup>st</sup> March the arrangements must be determined by 15<sup>th</sup> April. A governors meeting must be held after 1<sup>st</sup> March and before the 15<sup>th</sup> April in order to determine the arrangements.

Further details on this can be found in section 1.25 – 1.33 of the code.

## **In Year Co-ordination**

Many schools will have been contacted by their LA regarding coordinated in year admissions. This is a mandatory requirement and is not something that LA's have just thought up. Penny Harvey has been having meetings with the LA's in the Diocese to work out the best way this can be handled. Do contact her if you have any questions or concerns.

## **Admissions Committees**

Penny Harvey had a number of cases last year regarding decisions of admissions committees. Members of the committee must act in accordance with the guidelines of any other committee of the Governing Body. This means that where a governor has a conflict of interest they should leave the meeting. This is especially relevant where a school has attendance at a local church as a criterion. The person who signed the form to indicate attendance should not take part in the decision making process for these applications. This will ensure an objective, transparent and independent decision making process.

## **HR PROVISION**

### **EduAction**

It has come to our notice that EduAction has been taken over by Strictly Education Solutions and ETeach. Because of this change we will be closely monitoring their performance and would ask that schools contact Penny Harvey (020 7932 1151, [penny.harvey@london.anglican.org](mailto:penny.harvey@london.anglican.org)) if they have any concerns. Meanwhile as this is not the same organisation that the Board interviewed we cannot currently recommend them to schools.

## **GOVERNORS & GOVERNANCE**

### **Governing Body Minutes**

Please either send your governing body minutes directly to Leanne Gowar here at Causton Street or email them to [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org)

### **Membership of the Governing Body**

Enclosed is the form to fill in with governors' details once you have had your 1<sup>st</sup> Governing Body meeting, please send back to Mitch **by 31<sup>st</sup> October**. This form is also available to fill in on-line or print off and can be found on the LDBS website:

<http://schools.london.anglican.org/Governors/governors-index.htm>

## **LDBS Governor Training**

Enclosed is a schedule for LDBS training courses available in the Autumn Term. To sign up to these courses please return your details on the enclosed booking form, or apply online: [www.schools.london.anglican.org/Calendar/calendar-index.htm](http://www.schools.london.anglican.org/Calendar/calendar-index.htm) The Spring Term programme is also available online on the website.

## **BUILDINGS**

### **Annual Capital Bid Form**

Schools are invited to submit Project Bids for consideration for inclusion in the 2010/11 Building Programme. Forms should be completed and **returned to Steve White, Principal Buildings & Development Officer at LDBS, no later than 24<sup>th</sup> October 2009.** The completed forms can either be sent to our Causton Street address or emailed to [steve.white@london.anglican.org](mailto:steve.white@london.anglican.org). A copy of the form is enclosed with this mailing along with a set of notes to assist you in completing your application.

## **RECRUITMENT & RETENTION**

### **TES Ads:**

At the moment **BY GOING THROUGH THE LDBS, YOU GET 5% OFF THE COST OF YOUR AD** whether you send it as a final ad or use the LDBS brand through the adverts website ([www.ldbsadverts.co.uk](http://www.ldbsadverts.co.uk)) which benefits your budget.

### **TES HireWire**

This was launched in June by the TES and is set up so that you input your info through them and have instant access to candidates but you then have to re-input your information through the LDBS adverts website to get your 5% discount. We had talks with the TES to see if we could incorporate their HireWire scheme to be able to run effectively with our adverts website but could not find a solution. We are not recommending this package either as the TES claim to have spent £5 million on this package and in the long run we think they will charge at some point to recoup the monies spent (although it is free at the moment). If schools want to use this service, be aware that you will not be entitled to the LDBS discount rate that you can receive at present.

### **Schools Recruitment Service**

The DCSF have recently launched a Schools Recruitment Service ([www.schoolsrecruitment.dcsf.gov.uk](http://www.schoolsrecruitment.dcsf.gov.uk)) which is managed by Tribal. Liz Wolverson has been in talks through the Summer with the DCSF with improvements to incorporate our Church schools and this Recruitment Service looks to suit our schools needs; is far cheaper and will save you in advertising as well. You can register through your LA or individually. A leaflet is enclosed which summarises the service and you can also have a look at their website.

## **BUILDING ON HISTORY**

'*Building on History: The Church in London*' is a project aiming to disseminate fascinating insights into the history of the Church of England in the Diocese of London. The LDBS has championed the involvement of our schools in this project as many have long and distinguished histories serving their local communities. This involvement will include some local research, but also allow the school to involve pupils creating stimulating cross curriculum work. We would like our school to provide us with two pieces of important information which will aid the researchers;

- 1) When was your school founded, and by whom?
- 2) Is there already a written history of your school?

Please send this information to Robert Bullett either on 020 7932 1161 or email: [robert.bullett@london.anglican.org](mailto:robert.bullett@london.anglican.org).

A session for Secondary School Headteachers, Deputy Headteachers, Principals, Vice Principals and Heads of History and Heads of RE is being run on **Monday 23<sup>rd</sup> November 2pm – 4:30pm** here at Causton Street. It will be half day workshop on modern religious history with a particular emphasis on London and the role of Church Schools. This will be led members of the Building on History team and the Archdeacon of Charing Cross. More information and a flyer about the half day session will be sent out shortly.

For further information on the project visit <http://www.open.ac.uk/Arts/building-on-history-project/index.html>

## MISCELLANEOUS

### ***LDBS SMSC trip to Istanbul - March 2010***

Following on from previous trips to Venice, Florence and Normandy, we are planning another trip in early March 2010 to Istanbul and a group of 60 have signed up (there are no spaces available and we already have a waiting list). Istanbul will be the Cultural City of Europe in 2010 which will be exciting for those that have signed up for the experience - information packs will be sent out early in the Spring term.

### ***LDBS Headteachers Conference 2010***

Please note for your diaries that the next Heads conference is being held at the Sandbanks Hotel from the 6 – 8 October 2010 and application forms will be sent out in the next mailing. Please respond early as places are taken very quickly for this ever popular conference.

### ***LDBS Schools list and LDBS Headteachers list***

Please find these enclosed. Please check that the details for your school are correct especially email addresses and if not let Mitch know on 020 7932 1160.

### ***LDBS Newsletter***

Issue 10 is enclosed and if you would like further copies you can download it from the LDBS website: [http://schools.london.anglican.org/Newsletter/Newsletter\\_Index.html](http://schools.london.anglican.org/Newsletter/Newsletter_Index.html) or phone Mitch on 020 7932 1160 for printed copies. Please keep sending in your news/photos to Mitch for the January edition with the main feature being “**Christmas**”.

### ***The John Betjeman Young People’s Poetry Competition***

The results of the competition will be announced on the 29<sup>th</sup> October 2009 at St Pancras International Station, during an afternoon of poetry writing, reading and classes. Schools are invited to join celebrations and take part in the various activities that are on offer. To book places or to find out further information please contact Justin Gowers on 07805489054 or by email on [justinagowers@yahoo.co.uk](mailto:justinagowers@yahoo.co.uk).

## CONGRATULATIONS TO ...

***Clerkenwell Parochial School, Islington*** have just successfully achieved the 'Basic Skills Quality Mark Award' and ***St Luke's, Islington*** have successfully renewed their 'Basic Skills Quality Mark Award'. Congratulations to both on this fantastic achievement!

***St Michael's Highgate***, who won a wide range of awards last term. The school was awarded a Healthy Schools award, a Silver Eco school award, the Yellow Pages recycling award (worth £500 and trees to plant) and the Better Haringey schools award for sustainability! (£100 worth of vouchers for gardening equipment and a certificate) When asked the secret to the school's success Barbara Smith put it down to the recently fitted solar panels!



## London Diocesan Board for Schools

### Staff Members as from September 2009

To call a member of staff please dial 020 7932 followed by the extension number below. With the exception of the PGCE staff, email addresses are names as set out below plus @london.anglican.org eg [inigo.woolf@london.anglican.org](mailto:inigo.woolf@london.anglican.org). The fax number is 020 7932 1111. The website address is [www.london.anglican.org/schools](http://www.london.anglican.org/schools)

Name	Extn	Mobile	Title and Description
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#### DIRECTORATE

Inigo Woolf	1165		<b><u>Director, Finance and Resources</u></b>
Liz Wolverson	1154	07801 665287	<b><u>Director, Schools Support Services</u></b> & Primary School Adviser for Barnet, Camden, Enfield & Westminster
Robert Bullett	1161		Personal Assistant to the Director of Education Support for Penny Harvey (personnel, legal and contractual issues)

#### SCHOOL SUPPORT SERVICES

Graham Marriner	1155	07801 665289	Senior Schools Advisor, and Primary School Adviser for Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon, Hounslow, Kensington & Chelsea, Richmond, Surrey
John Shannon	1153	07801 665286	Primary Adviser for City, Hackney, Haringey, Islington & Tower Hamlets
Helen Ridding	1159	07930 932349	Primary Adviser (2 days a week) Camden & Westminster
Jayne Pavlou	1171	07525 966634	Primary Adviser (2 days a week) Barnet & Enfield
Penelope Penney	1156	07801 665290	Secondary School Adviser (2 days a week)
Jane Savill	1152	07817 089777	Secondary School RE Adviser (1 day a week)
Rob Hannan	1173	07921 058310	Secondary Development Officer
Leanne Gowar	1159		Administrative Assistant to the Primary & Secondary Advisers
Penny Harvey	1151	07525 966633	Schools Management Adviser, dealing with personnel, governor support, legal & contractual matters & publications
Pat Regan	1162	07930 319437	Recruitment and Retention Co-ordinator (3 days a week)
Mitch Gallacher	1160		Personal Assistant responsible for supporting LDBS Governors, Training, Recruitment & Retention Co-ordinator and Website & Conferences Co-ordinator.

#### FINANCE AND RESOURCES

Steve White	1164	07710 569600	Principal Buildings & Development Officer
Dee Thomas	1168		Finance Officer
Bill Learmonth	1169	07921 126529	Building Finance Manager
Roger Cross	1172		Building Finance Administrator: Barnet, Brent, Camden, City, Ealing, Enfield, Hackney, Hammersmith & Fulham, Kensington & Chelsea, St Mary Magdalene, Chelsea and Wren Academies
David Pite	1166		Building Finance Administrator: Haringey, Harrow, Hillingdon, Hounslow, Islington, Richmond, Surrey, Tower Hamlets, Westminster
Lucy Southall	1167		Building Finance Administrator: Maintenance Subscriptions, Formula Capital Allocations, Mandates

#### PGCE SCITT

Kamar Fadiga	*		PGCE Administrative Assistant (020 7502 4780)
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\* Based at the St Mary Magdalene Academy, Islington