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# SUFFOLK HEADLINES

**Raising the Bar** 2018-2020  
Ensuring every child in Suffolk  
can achieve their full potential



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*The weekly bulletin presenting information for all schools from  
Suffolk County Council*

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**Tuesday, 31 August 2021**

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**The local authority (LA) is working with partners across the sector to coordinate responses to the government's regular and frequent announcements about arrangements for schools and settings.**

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## **Educational Settings revised Risk Assessment (RA) template – Autumn Term 2021**

### **FOR INFORMATION | ALL SCHOOLS**

Whilst we are now in Stage Four of the C19 National Roadmap, risk assessments are still mandatory as the virus is still circulating. A new RA template has been put together for schools and settings, which is in the same format but far shorter than previous ones. This should make it easy to complete. The template is also posted on the Coronavirus page of Suffolk Learning, with associated guidance. Any concerns, please contact [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk)

[Risk Assessment template - Autumn 2021](#)

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## **Variation to School Admission Arrangements for the 2021/2022 and 2022/2023 School Years**

### **FOR INFORMATION | ALL SCHOOLS**

Variation to Suffolk County Council's Admission Arrangements in response to the mandatory changes required by the new School Admissions Code (SAC) (September 2021). This includes the Suffolk's Co-ordinate Scheme that applies to all Admissions Authorities for Suffolk's schools.

The Council as the local authority, and admissions authority for community and voluntary controlled schools, is required to comply with the School Admissions Code (September 2021) and relevant legislation. In order to do so, Variations must be made to Suffolk County Council's Determined Admissions Arrangements for the [2021/2022](#) and [2022/2023](#) School Years, which were approved on 28 January 2020 and 26 January 2021 respectively.

There is no requirement to consult on making mandatory changes to the Determined Admission Arrangements. However, changes must be approved by the Cabinet. Allan Cadzow, the Corporate Director for Children and Young People made an interim decision to approve the variations, as set out in Appendix 1 and Appendix 2, on 23 August 2021, to comply with the requirement to do so by 31 August 2021. These mandatory changes will be implemented on 1 September 2021. The Cabinet will be asked to ratify this decision at its meeting on 14 September 2021.

Admission authorities must notify the appropriate bodies of all variations and must display a copy of the full varied admission arrangements on their website until they are replaced by different admission arrangements.

The changes to the Determined Arrangements are highlighted in red text on the attached appendices for the 2021/2022 and 2022/2023 school years.  
The mandatory changes are:

#### **Admissions priority for children adopted from state care outside of England**

The new SAC requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside children in care (looked after children) and children who were previously looked after by English local authorities (PLAC).

#### **Children of UK Service Personnel and Crown Servants**

For families of UK service personnel with a confirmed posting, or crown servants returning from overseas, places will be offered in advance of the move provided the application is accompanied by:

- i. An official letter that declares a relocation date
- ii. Evidence of a future address may also be required. A Unit or quartering address can be used if requested.

In addition, it will be necessary to make some changes to the Fair Access Protocol (FAP). However, even though this is a mandatory requirement, we cannot do this without first consulting with schools. We plan to consult schools next week and ask school leaders to look out for this because it is important that you respond to this consultation.

[Appendix 1](#)

[Appendix 2](#)

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## **Model policy for Early Career Teachers (ECT) September 2021**

### **FOR INFORMATION | ALL SCHOOLS**

Suffolk ECT Service is pleased to attach a [model policy for Early Career Teachers \(ECTs\)](#) to support schools and settings write their own policy. The advent of the Early Career Framework (ECF) means policies will need to be tailored to reflect leadership decisions regarding ECTs having an ECF-based induction programme.

Contact the Appropriate Body if there are any questions. [EL.ECTenquiries@suffolk.gov.uk](mailto:EL.ECTenquiries@suffolk.gov.uk)

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## Safety, Health and Wellbeing – Checklist and guidance for Design & Technology (DT) department re-opening

### FOR INFORMATION | ALL SCHOOLS

Attached to this article is a health and safety checklist with associated guidance, for DT departments reopening in the autumn term. This is advice from CLEAPSS, and all those settings who are members can go into the site and view the guidance documents. Any concerns, please contact [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk)

[A checklist and some guidance for DT departments returning to school after an extended period of closure](#)

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## Message from Schools Accountancy Team

### FOR INFORMATION | ALL SCHOOLS

School invoices received via invoice integration without an Local Authority (LA) reference will be deleted going forward. It is the schools responsibility to ensure invoices have the correct LA reference to pay suppliers. If your invoice is deleted due to not providing an LA reference, you will need to delete and reprocess the invoice on FMS, ensuring to add the LA reference. Please contact the Schools Accountancy Team [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) with any queries.

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## New School Nursing Referral Guidance

### FOR INFORMATION | ALL SCHOOLS

Please find attached the new School Nursing Referral Guidance which provides an update on the services that we provide. Please could you kindly share this with your colleagues for them to refer to prior to referral.

[School-Nursing-Referral-Guidance-updated.pdf \(suffolk.gov.uk\)](#)

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## SMART Music Scholarship

### FOR INFORMATION | ALL SCHOOLS

Suffolk Music and Arts Alumni Trust (SMART) are delighted to launch the first SMART Scholarship for the 2022 calendar year, for **talented and committed** young people in **challenging circumstances and/or in need of financial support**.

The scholarships will initially provide up to **one year's funding** for young people in **Years 7-13** to continue their musical learning through **Suffolk County Music Service** tuition and to attend a Suffolk County Music Service area ensemble.

If you know someone who deserves to be a SMART Scholar, please see the information and application form on [SMART's website](#).

**The deadline for applications is Friday 29 October.**

Please share this opportunity widely with your networks, young people and their parents/carers.

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## SENCO and Inclusion Staff Support Autumn 2021

### FOR INFORMATION | ALL SCHOOLS

We are thrilled to be able to offer the below programme to Inclusion staff and SENCOs this term.

Should you wish to join any of the events, which are free at the point of delivery, please email [SENCOSupport@suffolk.gov.uk](mailto:SENCOSupport@suffolk.gov.uk).

[Twilight SEND/Inclusion Support 2021-2022](#)

Contact: Maria Hough, [Maria.hough@suffolk.gov.uk](mailto:Maria.hough@suffolk.gov.uk)

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## Unity Teaching School Hub: getting set for September 2021 and the terms ahead

### FOR INFORMATION | ALL SCHOOLS

We hope that the summer has provided opportunities for relaxation and recharge - here's to a smooth start to 2021/22. Three brief reminders to support you in this:

- our **Early Career Teacher Programme gets underway** - in September we:
    - host a repeat of the **Mentor and Induction Coordinator Conference** on Tuesday 21st September (9am-4.30pm, online) for those unable to attend in July - invites have been sent to all this applies to
    - welcome all enrolled **Early Career Teachers (ECTs) to their launch conference** on either 23rd, 27th or 29th September (9am-4.30pm, online) - invites will be sent to ECTs this week for their selection to be made
    - continue to support with guidance and links to Ambition Institute via Jo Francis, our Early Career Teacher Programme Coordinator - **Jo can be contacted by email ([jfrancis@unitysp.co.uk](mailto:jfrancis@unitysp.co.uk)) or phone (07384 110668)**
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  - **application to the brand new National Professional Qualifications (NPQs) starting in November** continues ahead of the end of September deadline for all completed applications
    - find more information about the new programmes and our delivery partners on our website [HERE](#)
    - register interest in the Teacher Development Trust NPQs [HERE](#)
    - register interest in the Church of England NPQs [HERE](#)
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  - 
  - **find out how you can get the most out of the programmes** above and those being scheduled for wider groups of staff:
    - go to our website, [www.unityteachingschoolhub.net](http://www.unityteachingschoolhub.net) for ever evolving details and updates
    - follow us on Twitter [@UnityTSH](https://twitter.com/UnityTSH)
    - request a call from one of the team - contact Helen Main ([hmain@unitysp.co.uk](mailto:hmain@unitysp.co.uk))
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## Key Contacts

### FOR INFORMATION | ALL SCHOOLS

In the event of a bereavement within your school community please contact the Schools Organisational Support Education Officers: [EducationOfficersResolution@suffolk.gov.uk](mailto:EducationOfficersResolution@suffolk.gov.uk) or phone 01473 263942

For COVID related queries email [EdC19@suffolk.gov.uk](mailto:EdC19@suffolk.gov.uk) or phone 01473 263942.

In the event of suspected or confirmed COVID-19 case in your school or setting please follow these guidelines which include the contact to alert in the LA:

[School flowchart](#)

[Early years setting flowchart](#)

If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk) .

You should contact your SEO or call 01473 263942 / email [ELStandardsandexcellence@suffolk.gov.uk](mailto:ELStandardsandexcellence@suffolk.gov.uk) if you would like to discuss your planning.

For leaders' wellbeing support: 01473 265656 [leadershipwellbeingsupport@suffolk.gov.uk](mailto:leadershipwellbeingsupport@suffolk.gov.uk)

To request tests for anyone with COVID-19 symptoms to using the [online portal](#)

For information about the local testing site for frontline staff: [briefing note from public health](#)

If school leads are aware of any potential Elective Home Education (EHE) cases and need any support, the EHE team are able to offer advice and guidance. [More information can be found via this link](#)

For the most recent information on School Travel visit the [Suffolk Onboard website](#)

Schools Helpline: 01473 263942

In the event of being unable to speak to someone or leave a voicemail message email [ELStandardsandexcellence@suffolk.gov.uk](mailto:ELStandardsandexcellence@suffolk.gov.uk).

SENCO helpline: 01473 296631 (open 3.30 to 4.30 Monday-Friday)

[The Suffolk County Council COVID-19 website contains some frequently asked questions and is updated regularly](#)

[Key contact information sheet](#)

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# EVENTS

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**Get Suffolk Reading - online launch on Wednesday 8th September at 09:30**

**FOR INFORMATION | ALL SCHOOLS**



Join us on International Literacy Day to celebrate the launch of Get Suffolk Reading.

Get Suffolk Reading is a county-wide campaign to raise awareness of the importance of literacy and its associated benefits, working with communities, schools and local organisations to create a love of reading and raise aspirations. Targeted activity will be delivered in Haverhill, Lowestoft and Stowmarket.

Supported by Suffolk County Council Get Suffolk Reading brings together the expertise of the National Literacy Trust and a wide range of local partners. Meet the team behind the project to hear how Get Suffolk Reading will:

- Raise literacy levels
- Support social mobility
- Promote positive wellbeing

The team will be joined by local speakers from a variety of sectors to share the background of the project, with plenty of opportunities to ask questions. Join us to see how your organisation can get involved.

Please share this invitation around your network - all welcome!

[Get Suffolk Reading stakeholder launch event Tickets, Wed 8 Sep 2021 at 09:30 | Eventbrite](#)

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## **Harmful Sexual Behaviour - Forthcoming webinar about the offer from The Ferns for Suffolk secondary settings**

**FOR INFORMATION | ALL SECONDARY SCHOOLS**

As part of the statutory RSHE guidance and recent Ofsted review into sexual abuse/violence in educational settings, the Schools Engagement Coordinator would like to offer the opportunity for school staff from secondary phase settings to attend a **free webinar** to find out more about what The Ferns can offer schools in terms of pupil input.

The Schools Engagement Coordinator and The Ferns will be co-hosting a webinar for staff responsible for secondary phase education to learn more about the schools offer from The Ferns, which is free of charge.

The webinar (which is also free to attend) is after school **on Tuesday 21 September 2021, 15:30, for a 15:45 start, until 17:00** via Microsoft Teams.

Attendance does not obligate your school in any way and is simply an opportunity to come along, find out more and make an informed decision about if this is something you would like to explore further.

If you would like to book, please email the Schools Engagement Coordinator Jane Stannard at [jane.stannard@suffolk.gov.uk](mailto:jane.stannard@suffolk.gov.uk) with the name, job role and email of anyone wishing to attend.

Please feel free to pass this email on to others in your school if you feel it is more appropriate for them to attend.

**There is a short turnaround for booking due to this previously being advertised at the end of summer term with the deadline for booking being 16:30 on Friday 10 September 2021.**

**Contact:** 01473 263296 or [jane.stannard@suffolk.gov.uk](mailto:jane.stannard@suffolk.gov.uk)

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If someone else in your school would like to receive Suffolk Headlines email [suffolkheadlines@suffolk.gov.uk](mailto:suffolkheadlines@suffolk.gov.uk)

[View recent issues of Suffolk Headlines](#)

[View documents sent via Headlines during the COVID-19 pandemic](#)

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