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SUFFOLK HEADLINES



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

Tuesday, 2 November 2021

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.

**Message from Allan Cadzow - Director for Children and Young People,
Suffolk County Council**

To all school and setting leaders – Tuesday, 2 November 2021

Message from Allan Cadzow

Corporate Director for Children & Young People



During half term we shared some additional information about the new measures that have been introduced from the start of this half term (to be reviewed ahead of Monday 15 November 2021), particularly expanding the expectation around 'essential visitors' from Public Health. This information is repeated below.

The 'sibling guidance' remains in place. This is implemented through discussion with the CYP COVID Support Team in schools and settings where there is an outbreak. Schools and settings who currently have the 'sibling guidance' in place will be contacted in the week commencing 15 November 2021 by the COVID Support team and advised of any changes or continuation of the control measure.

Suffolk now an Enhanced Response Area

Suffolk has been designated an Enhanced Response Area (ERA). This means there will be some additional resource to support everyone in reducing the spread of COVID. For school and setting leaders there will be additional support in the roll out of the vaccination program.

as well as additional support in the event of an outbreak. This will be for a five-week period, beginning on Monday 1 November 2021 in the first instance.

Some of the additional measures that come with the ERA designation are:

- Support for the vaccination efforts by extending opening hours and creating pop up vaccination clinic within our communities
- Help to coordinate on the ground door knocking campaigns
- Help to reduce transmission in schools with increased testing and additional temporary powers
- Funding for COVID-19 awareness raising communications and advertising.

Vaccination rollout for 12-15 year olds

Representatives from the Hertfordshire CCG that are overseeing the vaccination program in Suffolk education settings will be attending the Education Sector Leads meeting on Thursday 4 November 2021- please share any feedback or questions for them with your representative on this group including Nigel Burgoine from SASH and Jeremy Rowe from CEON.

Updated FAQs on SCC website

The frequently asked section on the SCC website has been updated for parents and carers and covers the new measures. Please share this link with your communities:

[Latest guidance COVID-19 | Suffolk County Council](#)

Essential visitor definition (repeated information)

One of the measures that Public Health are asking leaders to consider is for:

- Specialist, primary, secondary, further and higher education settings to restrict entry to their site to essential visitors only

In this instance, 'essential visitors' should be considered as any visitor essential to the delivery of education opportunities for children and young people; Health, Social Care and specialist education teams delivering direct support to children and young people; and visits focussed on safeguarding.

Many visitors will be essential; some will be able to achieve the same outcome remotely.

Please consider:

Could the outcome of the visit be achieved remotely? Could it happen outside? Could it be delayed?

For visitors such as parents/carers, please consider whether the intended outcome could be achieved remotely or at a later date.

Ultimately the decision rests with school and setting leaders based your own risk assessments alongside the latest government guidance. Please consider how you can best implement this (and the other) measures to help to stop the spread of the virus whilst still delivering high-quality education to all pupils.

Queen's Platinum Jubilee – Additional Bank Holiday for School Staff

For information | All schools

We recently issued a Suffolk Headlines (Tuesday 12 October 2021) regarding the additional bank holiday to celebrate the Queen's Platinum Jubilee. We are now providing some additional information for you to take into consideration should you be thinking of closing on a different date to that recommended by the Local Authority of Friday 18 February 2022.

It may not be possible for Suffolk County Council to provide funded school travel to schools that open at different times to others in the area. This is due to:

- the current low availability of drivers nationally;
- the logistics of amending shared travel routes if schools have different term dates.

Please liaise with leaders of other schools in your pyramid to ensure that your school operates on the same dates as others within your pyramid.

Additionally, it would be helpful for parents with children at different phases of education within the same area if schools closed on the same date. The date of Friday 18 February aims to support families and school colleagues who may have family members working in other Local Authority areas, or children attending different schools in and outside of Suffolk.

Academies and Free Schools set their own term dates, however, we would again encourage all schools to collaborate with other schools within their locality to ensure consistency and convenience for families.

Free School Meals - Update

For information | All schools

The government has announced a new £500million Household Support Fund to support households in England up until March 2022. The funds have been distributed amongst Local Authorities and has to be used to directly help those families who need it most. This support can be in the form of issuing small grants to meet the daily needs of these families such as food, clothing and utilities. Suffolk County Council has therefore decided to extend the provision of Edenred supermarket vouchers to those families eligible for income related free school meals during the Christmas, February half term and Easter school holidays.

Prior to each of these holidays, the Free School Meal Team will issue school contacts with an up to date eligibility list and ask for these to be verified and for confirmation of the number of vouchers each school intends to order for that holiday. If you have any changes to your school contact please advise the Free School Meals Team in advance.

Should you have any enquiries regarding this, please email the Free School Meals Team at freeschoolmeals.gov.uk and they will be happy to answer your query.

Part time timetables for learners dual registered at Pupil Referral

Units/Alternative Provision

For information | All schools

The Provider services team will be monitoring all learners on a reduced timetable attending a PRU/AP. If your school has learners who are dual registered with a PRU/AP, please see details around the process below for your information only:

PRUs/APs are required to gain approval from the Local Authority to reduce the attendance of any learner, whilst also ensuring that their family and the dual registered

school (if applicable) are in agreement. This process must be followed by PRUs/APs who have identified that a learner may require a reduction in their educational timetable of the required 25 hours, for a short period of time.

The Law states that “In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a learner’s individual needs. For example, where a medical condition prevents a learner from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the learner is expected to attend full-time or be provided with alternative provision.” (DfE School Attendance: July 2019)

For those learners who are dual registered with a PRU/AP, the agreement to establish a part time attendance pattern will need to take place in consultation with the school where the learner is on roll. The LA would expect the PRU/AP to have received confirmation from the roll school that they are in agreement with the reduction in timetable. Where a learner is dual registered, all information regarding part time timetable arrangements should be shared with the mainstream schools by the provider, and the mainstream school invited to be part of these discussions.

PRUs/APs will ask you to agree the part time timetables as well as the learner’s parent/carer either by signature or email confirmation.

Please do get in touch if you have any questions: ProviderDevelopmentTeam@suffolk.gov.uk

Reception Place Posters

For information | All primary, infant and nursery schools

If a child was born between 1 September 2017 and 31 August 2018, parents/carers should be applying now for a Reception Year school place (application deadline is 15 January 2022). Posters are currently being distributed.

You can click the relevant link below for a copy of any posters you wish to display in different languages around your premises:

[Lithuanian](#)

[Polish](#)

[Portuguese](#)

[Romanian](#)

Further information about applying for a school place can be found at: [School places | Suffolk County Council](#).

School Fraud Awareness Resources

For information | All schools

New resources for Fraud Awareness in Schools have been launched under the Finance heading of the Suffolk Learning website.

Please take the time to familiarise yourself with the risks of Fraud in Schools and use the

tools and resources available here: [Counter Fraud Services – Suffolk Learning](#)

Thank you for your cooperation in preventing fraud.

For any concerns or queries, contact us at fraud@suffolk.gov.uk or 01473264399.



Inter Faith Week – 14 to 21 November 2021

For information | All schools

Inter Faith week is an opportunity to develop inter faith relations at all levels, to increase awareness of the different and distinct faith communities in the UK and to increase understanding between people of religious and non-religious beliefs. Every year since its inception in 2009, Inter Faith week has begun on Remembrance Sunday to encourage people to remember together the contributions of all faiths and none and to consider how best to create a just, peaceful and harmonious world.

If you are interested in getting involved as a school, further details and supporting activities can be found [here](#).

Supporting children at school with medical needs

For information | All schools

Please find attached the latest version of the policy which outlines how children with medical needs should be supported.

If you have a child in your school who is not attending for medical reasons and this is likely to exceed 15 days please contact Maria Hough or the ATS to discuss how the child is to be supported.

[Supporting children with medical needs](#)



New opportunity for aspiring authors to get published online

For information | All secondary schools

Suffolk Libraries has launched a new opportunity for aspiring authors to get their work published in a new eBook anthology. The call-out is part of Suffolk Libraries' Suffolk Writes project and officially opens on Monday 1 November (National Authors Day).

[Find out more on the Suffolk Libraries website](#)



International Games Week at Suffolk Libraries

For information | All schools

Suffolk Libraries will be running a week-long series of gaming events for International Games Week.

International Games Week takes place from 7 to 13 November and is an international celebration which sees organisations across the world hosting events related to games and gaming.

This year will be the first time Suffolk Libraries is working in partnership with other local gaming organisations to bring events and activities to several of the county's libraries.

[International Games Week | Suffolk Libraries](#)

SEND/Inclusion

Sharing fixed term exclusions data

For information | All schools

You will be aware that under the statutory guidance all schools and academies are required to routinely notify the LA of fixed term exclusions. With the advent of new data systems and existing system updates, it is the case that increasingly more schools across Suffolk are unintentionally not meeting their statutory obligation to share information with us.

With that in mind, if you have a system that is SIMS based, please could you check to ensure that fixed term exclusions are being shared. If you operate a different system, we will be sharing with you a spreadsheet for completion at the end of every term.

We recognise currently that schools are under a lot of pressure keeping children safe over recent months and understand the challenges that this poses to children. Some have undoubtedly struggled to adjust to new norms. We realise that the decision to exclude a child is never taken lightly by a headteacher and we hope that in capturing an accurate picture of exclusion data, both fixed and permanent, in a timely manner we are more able to support the work of schools to meet the needs of all children and young people.

[If you do not have SIMS please find attached a spreadsheet](#)

Please send completed spreadsheets via secure e-mail to Tess Howe, Tess.Howe@suffolk.gov.uk. If you do not have a secure e-mail please e-mail Tess and she will send you an e-mail that is securely encoded, you can then 'Reply' and attach your spreadsheet and it will be secure.

Please contact Maria.hough@suffolk.gov.uk if you wish to discuss this further.

High Needs Funding Autumn 21

For information | All schools

We hope you enjoyed your half term. The deadline for High Needs Funding spreadsheet submission has now passed and we are looking forward to receiving any supporting evidence by Friday the 5th November. Please can we ask for all submissions to be sent on a secure thread, due to the sensitive nature involved. This can be requested from the SEND Business systems mailbox - sendbusinesssystems@suffolk.gov.uk and a member of the team will send through an Official Sensitive E-mail in order for you to reply with the relevant data contained for the moderation team to access. During the spreadsheet submission phase, we did encounter some data breaches and we are eager to avoid any future issues. Please contact Steve or Joy should you have any concerns.

Thank you for your co-operation.

Contact: Steve.newman@suffolk.gov.uk, 01473 260012
joy.settle@suffolk.gov.uk, 07923 260597

Inclusion referral form

For information | All schools

Small changes have been made to the [Inclusion Referral Form](#) as detailed below. Please ensure you use this form. It replaces all older versions. Thank you for your attention to this.

Changes made:

- For **managed moves** please include relevant documentation, including a risk assessment and send to InclusionService.Referrals@suffolk.gov.uk
- For **permanent exclusions** please email the completed form with all the relevant information to the **local area SEND Family Services Team** as follows:

West: SENDWS@suffolk.gov.uk

South: SENDSS@suffolk.gov.uk

North: SENDLW@suffolk.gov.uk

Hub updates



Maths Week 2021: Free, Live Year 2 Webinars for teachers and pupils

For information | All schools

Angles Maths Hub is proud to offer Year 2 classes the chance to be part of our live, free webinars during Maths Week 2021. These two, linked sessions offer Year 2 pupils the opportunity to work on shape-based, problem-solving activities with their teachers and peers.

See our [flyer](#) for more details, containing the link to reserve your free class place!

Contact: admin@anglesmathshub.org



Unity Teaching School Hub

For information | All schools

We hope that colleagues enjoyed a refreshing break over half-term and that the first week back is going smoothly so far.

Update 1: NPQ applications open for February start programmes - don't miss out on DfE-funding

Our November groups are set to get underway, and we look ahead to February start programmes with continuing recruitment. DfE scholarship funding is available to all schools for all programmes:

- [step-by-step instructions on how to apply are on our website](#)
- [Teacher Development Trust NPQ programme details](#)
- [Church of England NPQ programme details](#)

For further guidance and support through the new framework and application process contact us via Helen Main (hmain@unitysp.co.uk) or Louise Clifford (lcl@hartismere.com) or the DfE designated helpdesk (continuing-professional-development@digital.education.gov.uk)

Update 2: fully funded DfE Senior Mental Health Lead training 'first-come, first-served' opportunity

Unity Teaching School Hub is proud to be working in partnership with the Leeds Beckett University Carnegie Centre of Excellence for Mental Health in Schools to develop dedicated delivery groups for our hub schools, establishing a network for local leaders and opportunities for collaboration.

The Department for Education has committed to providing a training grant for all schools and colleges for [Senior Mental Health Lead Training](#). The £1,200 grant will pay for a school leader to enrol on one of the expert-led programmes from designated providers, including [Leeds Beckett University Carnegie Centre of Excellence for Mental Health in Schools](#).

Their programmes are pitched at three levels to support the experiences of Senior Mental Health Leads from Beginner, Intermediate and Advanced. They cost between £700-£900, meaning that you can use the remainder of the grant to fund cover, release time and associated expenses.

5 steps to securing this 'first-come, first-served' opportunity to train in 2021/22

1. [Find out more about the expert-led, blended programmes](#)
2. [Check the best level programme for you using this helpful survey](#) to confirm the level of training that best suits your experience
3. [Register for a programme by completing this simple form](#) to register interest, secure your place on one of the expert-led programmes and benefit from network opportunities through a dedicated Unity Teaching School Hub cohort
4. [Complete DfE sign up ASAP for DfE funded 21/22 training via this quick form](#)
5. [Read over the DfE's training grant conditions](#)

Opportunities to train as a coach within the programme are also available. Dave Perkins, Headteacher at Laureate Community Academy (dperkins@laureateacademy.co.uk) is very happy to share insights on this.

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 or phone 01473 263942

For COVID related queries email CYPC19@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/Early Years 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.

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

For leaders' wellbeing support: 01473 265656 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.

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

[Key contact information sheet](#)

EVENTS

Mental Health & Emotional Wellbeing Support for Schools Showcase Event

[For information | All schools](#)

NHS West Suffolk, Ipswich and East Suffolk Clinical Commissioning Groups, Norfolk and Suffolk Foundation Trust, and Suffolk County Council are hosting [two online evening events for School Leads in East and West Suffolk](#).

This event will showcase to leaders within schools the current mental health support on offer, with an update on the future emotional wellbeing transformation model of mental health services in East and West Suffolk.

It will provide an opportunity to identify gaps in support, raise awareness of resources for schools, and look at options to work more closely with educational settings in supporting pupils and families.

The event will cover the following key areas:

- Update on CYP Mental Health and Emotional Wellbeing Services Transformation model
- Wellbeing in Education training and support
- Mental Health Support Teams in Schools
- VCSE offer

- Emotional wellbeing resources and support for young people and parent/carers.
- End Q & A session to highlight gaps/needs.

School Leads can choose to book a place on one of the following event dates via Eventbrite:

[Tuesday 9 November Eventbrite registration link](#) - Bookings for this event close at midday on Friday 5 November.

[Wednesday 17 November Eventbrite registration link](#)

TRAINING

Keys to Inclusion training

For information | All schools

P&TS/Inclusive Solutions (Claire Darwin and Colin Newton) have scheduled 2 further dates for Keys to Inclusion training on either 10th November or 8th December for schools' MH Leads and a colleague.

These will be held virtually on MS teams between 9.30-3.30pm.

The training is an introduction to guiding ideas that underpin an inclusion mindset and inclusive practice. This training day is both a values primer and a practical guide to successful strategies for developing wellbeing and resilience through inclusive practice in educational settings for children and young people of all ages.

During the training we dig deep in to your values and views in order to reflect fully on what inclusion means to you.

Please email EducationMHLeadNetwork@suffolk.gov.uk to reserve your place.



Sensory Strategies to manage behaviour and support Learning CPD

For information | All schools

Created and delivered by Dr Ivana Lessner Listiakova, FHEA, Senior Lecturer in Childhood at the University of Suffolk, this course looks at children's sensory processing needs and what sensory strategies can be used to provide calmness, promote feelings of safety and support focusing on tasks.

Information: This course will be delivered both as an online session, and as an in-person session at the University of Suffolk.

Duration: 3 hours

Online: Thursday 4th November 5:00pm-8:00pm

University of Suffolk Campus: Friday 26th November 9:30am to 12:30pm

£90 Introductory Price

The three-hour workshop will include:

- An introduction into how sensory strategies are used in everyday life
- Looking at the seven sensory systems and their functions (visual, auditory, smell and taste, touch, proprioceptive and vestibular systems)
- Neurodiversity – individual differences in sensitivity/reactivity
- Noticing the issue(s) and finding suitable strategies
- Discussion of case studies and real-life examples

At the end of the session, attendees will be able to understand and analyse sensory processing needs and apply their understanding of sensory processing needs to design sensory-friendly inclusive activities and spaces. These may assist with resolving and avoiding challenging behaviour patterns such as meltdowns, aggression, or even self-harming.

Link for more information and to book:

[Sensory Strategies to manage behaviour and support Learning](#)

Contact: cpd@uos.ac.uk



SpLD Training Programme 2021-2022 Suffolk CPD Online

For information | All schools

Please see the Specific Learning Difficulties (SpLD) Service's upcoming training on Suffolk CPD Online attached. A copy of this is also advertised on our local offer page [Specific Learning Difficulties \(SpLD\) Service | Community Directory \(suffolk.gov.uk\)](#)

[SpLD Training Offer on Suffolk CPD online : 2021-2022](#)

Contact: nicola.wilde@sufolk.gov.uk



Maths in computer science – remote CPD

For information | All secondary schools

During this course you will explore how mathematics and computing are closely linked. Upskill in foundational topics including number systems, logic, and arithmetic and relational operations. You will also apply mathematical techniques to teaching vector graphics and compression.

Date: 4 January 2022

Times: 09.30-15.30

For information and booking go to: [Maths in computer science - remote | STEM](#)

The Suffolk Computer Hub: Please visit our website for more information on all our courses [Suffolk Computer Hub \(wsc.ac.uk\)](#) or [Courses - Teach Computing](#)

[Learn about the Computer Science Accelerator](#)

Contact: computerhub@wsc.ac.uk



Suffolk Computer Hub – remote CPD

For information | All secondary schools

The internet and cyber security

Date: 24 February 2022

Times: 09.30-15.00

The internet has transformed modern life bringing rich capability to networked computers. Find out how the internet works and how it has produced many new threats, resulting in the rapidly growing cybersecurity industry.

For information and booking go to: [The internet and cyber security - remote | STEM](#)

Mapped closely to the specifications of GCSE computer science, the course will provide you with deepened knowledge and confidence that your students are equipped for their exams.

The Suffolk Computer Hub: Please visit our website for more information on all our courses [Suffolk Computer Hub \(wsc.ac.uk\)](#) or [Courses - Teach Computing](#)

[Learn about the Computer Science Accelerator](#)

Contact: computerhub@wsc.ac.uk



Suffolk Computer Hub – remote CPD

For information | All secondary schools

Computer Processors and instruction set

22 February 2022

09.30-14.30

Explore the core of a modern computer, the processor. Learn how the instructions that humans write in computer programs are translated into machine code that the computer can process. Compare the differences between high-level and low-level programming languages, and how these can be used in the classroom.

Information and booking: [Click here](#)

The Suffolk Computer Hub: Please visit our website for more information on all our courses [Suffolk Computer Hub \(wsc.ac.uk\)](#) or [Courses - Teach Computing](#)

[Computer processors and instruction sets - remote | STEM](#)

[Learn about the Computer Science Accelerator](#)

Contact: computerhub@wsc.ac.uk

If someone else in your school would like to receive Suffolk Headlines
email suffolkheadlines@suffolk.gov.uk

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

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