

Issue 253 – 31 January 2018

Please note that the SIB will be distributed fortnightly on Wednesday. Please send items for SIB to education@ocelot.org.uk. Deadline for inclusion of SIB items is 12pm on the Tuesday before.

Keynote Series: Key Talk #1: IT and networks/Printing Solutions

All schools and academies - School business managers, headteachers, deputy headteachers, site managers, IT managers

The Keynote Series is created for schools' business managers, these talks will provide information as to how you can improve your services and reduce cost.

The event will cover:

IT and Networks

- General Network Solutions
- Bandwidth
- Prices

Printing Solutions

- Printers and Photocopiers
- Management
- Prices

Date: Wednesday, 7 February 2018

Time: 8am for an 8.30am start, ends approximately 10am; tea, coffee and fresh Danish pastries will be provided on arrival

Venue: Innovation Centre Medway, Maidstone Road, Chatham, ME5 9FD

Charge: Free to all schools, 1 delegate per school, 60 places available on a first come first served basis.

Please book via SLA Online. Further information available via the link below:

<http://www.educationservicesmedway.org.uk/Event/66298>

Please email education@ocelot.org.uk or telephone 01634 560800 if you encounter any issues with booking.

Spring School Census 2017 - reminder

All schools and academies – office staff – for action by Wednesday 14 February 2018

All schools in England are required to complete a Spring Census 2018 Return. This return will have taken place in your school on Thursday, 18 January 2018. Please see link below and click for guidance on how to complete and return this census. This includes acceptable notes for any queries that come up.

<http://www.medway.gov.uk/schoolsandeducation/resourcesforschoolstaff/schoolinformationreturns.aspx>

The Spring School Census data is used by the Department for Education, therefore it is vitally important that schools are happy with the accuracy of their returns before uploading them, and that they are uploaded within the prescribed timescales.

Problems relating to SIMS should be directed to EIS on telephone: 0300 065 8888 or email: support@eisit.uk

Please ensure that you have submitted and actioned any queries or errors by Wednesday, 14 February 2018. This means that Business and Intelligence will be able to assist with any issues that may arise; including duplicate checks before the closing date. Wednesday, 14 March 2018 is the last day any amendments can be made.

For further information please see the guidance. If you have any other queries, please contact the Business and Intelligence Team by emailing maninfo@medway.gov.uk or by telephoning 01634 332613.

7LM

All schools and academies – office staff – for action

Please download the form from the link below and return to maninfo@medway.gov.uk as soon as possible.

<http://www.medway.gov.uk/schoolsandeducation/resourcesforschoolstaff/schoolinformationreturns.aspx>

This information goes to our transport team and is used to make important decisions for pupil's journeys to school, including but not limited to school bus schemes like the MY buses.

Purdah guidance for headteachers

All schools and academies – headteachers and governors – for information

It has been announced that the Rochester West ward by-election will take place on 8 March 2018 and as usual we have produced some guidance for headteachers and school governors about the implications for publicity in the build-up to the by-election.

Link to purdah guidance is available via the link below:

<http://www.educationservicesmedway.org.uk/Article/54172>

Important message from Medway's Public Health Directorate – Schools Influenza Guidance 2018

All schools and academies – headteachers – for information

The information can be accessed via 'Groups' on SLA Online Group: Schools Organisation:
<https://secure2.sla-online.co.uk/Communication/mGroupTopicPosts.aspx?TopicId=2300&GroupId=457>

Guidance on how to access this area is available via the link below:
<http://www.educationservicesmedway.org.uk/Article/26718>.

DfE event - Removing unnecessary teacher workload

All schools and academies – all staff – for information

The DfE are running a series of events to showcase work that is currently being done in schools to effectively reduce teacher workload. Each event will start with a presentation from a key note speaker (such as Sean Harford, National Director, Education, Ofsted or the Chairs of the independent review groups on workload).

Date: 28 February 2018

Venue: Holiday Inn, Kensington High Street, London

Further information including registration information is available via the links below:
<https://registration.livgroup.co.uk/removing-unnecessary-teacher-workload-events2018/contenttabs/?ctid=2104>

Sign up <https://registration.livgroup.co.uk/removing-unnecessary-teacher-workload-events2018/>

The Pearson Teaching Awards

All schools and academies – all staff – for information

Please find via the link information about a national award scheme, The Pearson Teaching Awards:

<http://www.teachingawards.com/>

FREE CPD event – Writing Power: Inspiring writing through global learning

All schools and academies – all staff – for information

You or a colleague are invited to attend this regional GLP conference for primary schools focusing on how global learning can support pupil progress within writing.

Workshops will provide delegates with information and resources to help embed global learning in pupils' writing to enhance their competence and engagement. Amnesty International UK will open the conference with a presentation on 'The power of the pen: how young people's writing can protect human rights'.

Location: Sevenoaks School, Kent

Date: Friday, 9 March 2018

Time: 9.30am – 3.30pm

Please find below further information for the event:

http://enews.pearson.com/rsps/m/IQqsya6zxmK5_NQ4cmBy7CBonUeXdk73haUUyWJ5CHE

CreativeMe writing competition

All schools and academies – all staff – for information

After last year's huge success we are once again calling for submissions for the **CreativeMe** writing competition.

We are inviting children and young people to submit poems and stories via their Virtual School by **Friday, 23 February 2018**.

Children's author Roger Hurn will then help us judge the entries. Winning entries will be published in an interactive anthology available through our mobile app **nimbl**, and winners will receive a book token and certificate.

For details of the competition and how your young people can enter, as well as a link to a poster you can use to publicise the competition, please see via the link below:

www.pearsonpublishing.co.uk/info/creativeme.pdf

For safeguarding reasons, we request that all entries are submitted to the child or young person's Virtual School in the first instance, then anonymised to first name only.

See www.pearson.co.uk/creative-voices for more information about last year's anthology.

If you have any questions, please get in touch with Hannah Rose h.rose@pearson.co.uk

Top volunteers to shine at teacher awards

All schools and academies – all staff – for information

Volunteer readers help primary pupils who are struggling with the written word; amateur gardeners keep the grounds in shape; governors make sure the school is working properly; parent-teacher associations raise extra funds.

Now the area manager of a charity which looks after some of these unpaid heroes is encouraging people to thank them – by nominating them in the Kent Teacher of the Year Awards.

Malou Bengtsson-Wheeler, south east area manager for Beanstalk, which recruits, trains and supports reading volunteers, said: “We’re here to champion all the fantastic volunteers who help out in schools, and we are really thrilled to celebrate their successes.”

She added: “We feel that they offer lots of support to schools, who are in a very difficult financial climate – and it’s about bringing the community into schools, so they don’t feel they are operating as a separate entity.”

Anyone who works at a school, whether paid or unpaid, can be nominated for an award – and nominations can be made by anyone associated with a school, including staff, governors, parents, and pupils.

A panel of judges will choose the winners for each district, plus overall champions, in a wide variety of categories including primary teacher, secondary teacher, newly qualified teacher, non-teaching staff, volunteers, and teams.

The judges will include representatives from Medway Council, Medway Youth Trust, the University of Kent, Kent Sport, Canterbury Christ Church University, the University of Greenwich, Three R’s Teacher Recruitment, Social Enterprise Kent, CXK, Salus, LoopCR, Kreston Reeves, and Diggerland.

Winners will be announced at a prestigious awards ceremony staged at the Mercure Great Danes Hotel in Maidstone in May 2018.

For more information or to nominate someone, visit www.kentteacheroftheyear.co.uk before the 1 March 2018 deadline.

To view the video news report on this story, click this link: <https://vimeo.com/248388389>

Schools can promote the Kent Teacher of the Year Awards in school and to their external contacts using the promotional materials available for free download at this link: <http://sforce.co/2qup7BC>

Celebrity supports search for star sports instructors

All schools and academies – all staff – for information

The game's foot as rugby legend and motivational speaker Catherine Spencer is calling for nominations for the Kent Teacher of the Year Awards 2018.

Catherine captained the women's England rugby team for three years and led them to the 2010 World Cup final – and now she's hoping to lead the charge for the county's top sports teachers.

“Nothing is more important than a good teacher,” she said. “The academic and pastoral work delivered in class lays the foundations for success for the next generation. I am particularly keen to see nominations linked to physical activity, because schools can play such an important role in fostering a love of sport – and encouraging green travel to school.”

The 38 year-old went to Folkestone Girls' Grammar School, where she played “every sport going” and has fond memories of her physics teacher John Scanlan, who doubled up as the hockey coach.

“He was so brilliant. He was a really good coach and used to drive the bus to take us to hockey – it was beyond his job,” she said.

And thanks to her A-level sociology teacher Miss Morton, she went on to study the subject at university.

“The way she kept us engaged was fantastic,” said Catherine. “We were really lucky at school; so many teachers had an impact. I don't just remember going to lessons – my school was filled with extra-curricular activity.”

Catherine began playing for Folkestone Rugby Club before making her international debut in 2004 – in a career spanning 63 games for England. She retired in 2011 and now runs her own consultancy, Inspiring Women, which provides female speakers and coaches from sport and business backgrounds for conferences, workplace events, and motivational talks.

She has coached at Canterbury Rugby Club, Aylesford Bulls, and Simon Langton Girls' Grammar School, and is currently an honorary patron of the KM Charity Team, which organises the Kent Teacher of the Year Awards.

The awards are open to nominations for any member of school staff – teaching and non-teaching – as well as volunteers and teams. Schools and members of the public must make their nominations before the deadline of 1 March 2018.

Winners will be announced at a prestigious awards ceremony staged at the Mercure Great Danes Hotel in Maidstone in May 2018.

Entries will be reviewed by a panel of judges including representatives from Kent County Council, Medway Council, the University of Kent, Kent Sport, Canterbury Christ Church University, the University of Greenwich, Three R's Teacher Recruitment, MY Trust, Social Enterprise Kent, Beanstalk, CXK, Salus, LoopCR, Kreston Reeves, and Diggerland.

For more information or to make a nomination, visit www.kentteacheroftheyear.co.uk

CBeebies storytime prize for schools

Primary schools and academies – all staff – for information

It will be a fairytale ending for one lucky class coming top for green travel or reading – when they win a storytelling session with the star of CBeebies' Mister Maker.

That's the top prize in a competition launched by children's charity the KM Charity Team, which runs green travel and literacy services for schools.

The announcement coincided with National Storytelling Week which kicked off on Saturday, January 27 with events for families to celebrate and share the magic of a good story.

Schools participating in the reading reward scheme Buster's Book Club or walk to school programme Active Wow (Walk on Wednesday) are eligible to enter the competition. All they have to do is encourage pupils to make an extra effort to walk to school or meet their reading targets on the competition date of Wednesday, 7 February 2018.

Classes top in their district will win annual passes to Kent leisure attraction Leeds Castle - but only one school will get to host the storytime with Mister Maker.

Phil Gallagher, who plays the titular character in the popular children's television programme, will reward the winning pupils with a reading of a book of their choice.

The competition takes place just after National Storytelling Week, which ends on Saturday, 3 February 2018.

KM Charity Team chief executive Simon Dolby said: "This is our second prizewinning challenge of the year – last month we gave away Wildwood tickets, and later in February vouchers for Planet Ice skating rink are up for grabs."

He added: "Phil's visits are always an absolute treat – and it just so happens that this contest coincides with a national celebration of storytelling. No matter how much you like reading by yourself, there's something special about being read to. It turns a book into a wonderful shared experience - a story that you're discovering together."

Organisations supporting the KM Charity Team's work with schools include Medway Council, Countrystyle Recycling, Three R's Teacher Recruitment, Golding Homes, Orbit, Specsavers, Eurostar, Whites Transport, Ashford International Hotel, and Volker Highways.

Schools can sign up at any time for Buster's Book Club at www.bustersbookclub.co.uk or Active Wow at www.kmcharityteam.co.uk/wow

For enquiries about Buster's Book Club, contact Kathy Beel at kbeel@thekmgroup.co.uk or for Active Wow, email Sarah Clyne at sclyne@thekmgroup.co.uk.

Free opportunity for 25 schools

Primary schools and academies – all staff – for information

The KM Charity Team is open to applications from schools to join Green Champions at no charge after the project was announced a winner in the Aviva Community Fund Poll 2017.

Having secured sufficient votes to become a finalist, the project went through a judging process – where, according to Aviva, it “scored very highly against some very strong competition.”

Green Champions was among the winners named by Aviva on Tuesday, January 16 in an official announcement. The scheme will receive a grant enabling 25 schools to join the hundreds across Kent and Medway who are already helping pupils to embrace an eco-friendly lifestyle.

Rebecca Smith, deputy CEO of the KM Charity Team, said: “I’d like to thank everyone who took the time to vote for us as well as Claire Sweet from Blueprint Insurance South West, who helped with our nomination. We are absolutely delighted to win the grant and can’t wait to get the new schools on board.”

The free Green Champions package contains resources to encourage pupils on school councils or eco committees to take the lead in promoting green travel. They are rewarded - with prizes including limited edition t-shirts – for planning and carrying out activities that create a buzz around sustainable travel to their peers and families.

The project has been extended to include other school-led eco initiatives involving pupil activity - in areas such as nature or energy conservation, recycling, or garden projects.

All Green Champions projects undertaken by the groups of pupils will automatically be submitted to the annual Green School Awards for additional recognition.

The KM Charity Team operates green travel schemes including Walking Bus, Green Footsteps and Active Wow (Walk on Wednesday). It works with 200 primary schools and succeeds in removing more than 300,000 school-run car journeys from Kent roads each year. The charity’s work reduces traffic congestion and harmful carbon emissions as well as increasing the number of pupils – and their families – undertaking regular physical activity.

Schools wanting to register their interest to take up one of the 25 fully funded slots for Green Champions should contact Debbie Possee at dpossee@thekmgroup.co.uk

Careers event for youngsters making decisions

Secondary schools and academies – all staff – for information

A free careers advice event on **Friday, 16 February 2018** has been designed to support learners in years 11, 12 and 13 who are making important career decisions.

Organised by Medway Council the event is hosted by **Medway University Technical College** and runs from 10am-3pm.

Employers, training providers and speakers across business, banking, law, transport, engineering, construction, health, sport and the Armed Forces will be there. Practical support will be on hand via CV workshops and appointments with professional advisors.

Parents, carers and guardians are encouraged to attend. Adults can also benefit and get a fresh perspective on their own jobs. People who have left school without a career, and who are not in education, training or employment, are also welcome.

For further information, to book a CV workshop or make an appointment with a training careers advisor at the event, please email business.support@medway.gov.uk

*The event location at Medway UTC is South Side, Three Road, Chatham Kent ME4 4FQ.

New For 2018 - HR Breakfast Briefings

All schools and academies – all staff – for information

Join the Medway HR team and guest speakers for our new series of breakfast briefings at Woodlands Academy. The briefings will start at 8.15am and will include a light continental breakfast. The briefings will inform school leaders, business managers, bursars, HR managers and administrators on a variety of topics to include GDPR, school staff apprenticeships and employee benefits.

Details for the first breakfast briefings:

Title: GDPR – A HR briefing for school leaders, business managers, bursars, HR managers and administrators

Date: Thursday, 22 March 2018

Time: 8.15am

Venue: Cedar Room, Woodlands Academy, Gillingham ME7 2DU

Charge: £15 per delegate including a light continental breakfast

Find out what about GDPR and how this will impact the data that you hold on your staff.

This breakfast briefing provides an overview of GDPR to enable your school to put measures in place to ensure compliance.

The EU General Data Protection Regulation is an EU regulation is due to come into force on **25 May 2018**. It is an overhaul of the data protection law designed to produce a single set of data protection rules for the entire EU. The regulation comes into force before the UK is due to leave the EU and it is important for UK organisations to be prepared as whilst we remain in the EU we will need to abide by the new law, and also the Government is introducing UK legislation that will mirror much of the EU requirements.

At the briefing you can find out about:

- Your duty to tell your employees what data you hold on them and how you are using their data;
- How to ensure your Retention of Records policy meets statutory requirements;
- What rights individuals have under the new regulations, such as the right to access their data, the right to be forgotten and when they have the right to request that personal data is shared, plus the right to complain to the ICO.

Book your place via SLA online <http://www.educationservicesmedway.org.uk/>

Please email julie.jones@medway.gov.uk if you have any questions or if there are other topics you would like covered at the breakfast briefings.

This event is open to Medway and Kent based schools and Multi Academy Trusts only

***New* Introduction to Mindfulness**

All schools and academies - headteachers, business managers, teaching and support staff – for information

Date: 15 March 2018

Time: 4 – 5.30pm

Venue: The Academy of Woodlands, Hawthorne Room

Trainer: David Bignell, Headteacher

Mindfulness is all about learning to direct our attention to our experience as it unfolds, moment by moment, with open-minded curiosity, kindness and acceptance.

Why teach it in schools?

Mindfulness training has been shown to improve health and wellbeing. With children mindfulness interventions have shown the potential to improve attention, social skills, academic attention, test anxiety and psychological health.

This interactive session will introduce you to activities to develop your own experience of mindfulness as well as exploring possible ways of using mindfulness practices to support children.

The Trainer is David Bignell who is the Headteacher of a local primary school where he has introduced Mindfulness to both adults and children. Since 2014 he has trained with Bangor University and the Mindfulness in Schools Project and regularly attends Mindfulness retreats and training courses.

Cost is £25 per delegate and places are limited to 20. Please book through SLA online - <http://www.educationservicesmedway.org.uk/>

Please contact Julie Jones – julie.jones@medway.gov.uk for further information and any questions

'The Mindful Workplace' workshop for Teaching and Support Staff

All schools and academies - headteachers, senior leadership team, business managers, bursars and teaching and support staff – for information

Following on from the successful introductory mindfulness session we ran in October we are running this session again in February. Places are limited so please book as soon as you can to avoid disappointment, the last session was over subscribed.

Date: 7 February 2018

Time: 9.30am – 12.30pm

Trainer: Graeme Green

This half day session will begin with an introduction to mindfulness followed by group Action Learning around the topics learnt and how to develop them in the classroom.

Mindfulness In the workplace can:

- improve concentration and focus
- increase productivity and performance
- increase resilience and ability to handle pressure and stress
- promote clearer and more balanced judgement and decision making
- strengthening the ability to work with and alongside others
- develop awareness and understanding of the needs of colleagues and clients
- reduce levels of conflict – with self or others

This session will be held at the Innovation Centre Medway, with ample and free parking available. Tea and coffee is included. Full details and booking can be found on SLA Online:

<http://www.educationservicesmedway.org.uk/TrainingAndEvents>

The cost is £45 (plus VAT for non-maintained schools) per delegate, if you have any questions about the session please contact Julie Jones – julie.jones@medway.gov.uk

Medway HR Services Training Programme 2017/2018

All schools and academies - headteachers, senior leadership team, business managers, bursars and teaching and support staff

Managing Attendance at work – 27 February and 22 May 2018

This session will cover:

- Understanding the strategic importance of managing all types of absences
- Overview and refresher of the short and long term sickness absence processes
- Quick wins for managing absence more effectively and proactively
- Ensuring appropriate support is offered

Managing Conduct and undertaking disciplinary Investigations – 19 April 2018 (this session will run from 9am – 1pm including lunch and will cost £70 per delegate)

This session will cover:

- Examples of misconduct and the school's Code of Conduct
- The school's Disciplinary policy & procedure and best practice approach
- The requirements of a good investigation
- Understanding the key role of the investigator
- How to complete a final report and what happens next

Appraisal Workshop for Appraisers – 19 June 2018

This session will cover:

- Objective setting
- Different functions of appraisal
- Tips on how to give feedback
- How to develop a Personal Development Plan (PDP)
- Learning styles
- Taking a 'coaching' approach

Performance Management – September 2018 (date to be confirmed)

This session will cover:

- Managing performance by setting clearly aligned goals
- Identifying causes of poor performance whilst working with employees to improve and develop
- Recognising and communicating success, focusing on behaviour and results
- Applying the Capability procedure

All sessions are held at the Innovation Centre Medway, with ample and free parking available. Tea and coffee is included. Our half day training sessions run from 1.30 – 4.30pm. Full details and booking can be found on SLA Online:

<http://www.educationservicesmedway.org.uk/TrainingAndEvents>

The cost is £45 (plus VAT for non-maintained schools) per delegate which includes copies of all training materials and resources. Please contact Lyndsey Mark 01634 333724 for further details
lyndsey.mark@medway.gov.uk

MGfL ICT technical forum

All schools – ICT technicians and coordinators – for information

These meetings are for ICT technicians and coordinators to receive updates.

Date: Tuesday, 20 February 2018 and Tuesday 26 June 2018

Time: 2 - 3.30pm

Venue: Cedar Primary School, Cedar Primary School, Cedar Road, Strood ME2 2JP

Cost: No charge

Bookings can be made via SLA Online www.educationservicesmedway.org.uk.

MGfL policy and practice

All schools and academies - headteachers - for information

This meeting is for headteachers to discuss the policy and practice of ICT in schools.

Date: Tuesday 6 March 2018 and Tuesday 10 July 2018

Time: 2 - 3.30pm

Venue: Cedar Primary School, Cedar Primary School, Cedar Road, Strood ME2 2JP

Cost: No charge

Bookings can be made via SLA Online www.educationservicesmedway.org.uk.

ICT Coordinators network meetings

All schools – ICT coordinators and other ICT staff – for information

These network meetings are aimed at ICT Coordinators or any member of staff responsible for the ICT curriculum. The meetings will provide an opportunity for teachers to update their knowledge, network and share good practice.

Date: Wednesday, 14 March 2018 and Wednesday, 18 July 2018

Time: 4 – 5.30pm

Venue: Cedar Primary School, Cedar Primary School, Cedar Road, Strood ME2 2JP

Cost: £65 per delegate.

Bookings can be made via SLA Online www.educationservicesmedway.org.uk.

RED – For action

BLUE – For information

NEW – New course information

PINK – Course
