

Diocese of Westminster Education Service

Witness to the Word:

School Bulletin 17.06.20

Dear Colleague in Catholic Education,

The Education Service every Wednesday provides schools with a wide variety of materials, resources, advice and updates on all matters relating to our schools and colleges. The content of these Bulletins are for Headteachers, Senior Leaders, Teaching Staff, Governors, Clergy and anyone who you feel would benefit from them. Please feel free to share widely.

Objectives of the Education Service during Coronavirus (Covid-19) pandemic from June to July 2020

- To support and training for Headteachers, Heads of RE, RE Coordinators, Governors and the wider school community to cope at this time of unprecedented challenge;
- To provide the updates from the UK Government, DfE, CES and the Diocese of Westminster on all aspects of the Coronavirus Covid-19 relating to schools and colleges;
- To provide resources and advice relating to the Teaching and Learning of RE;
- To provide resources and advice relating to Mental Health issues;
- To provide resources and advice relating to Spiritual support and renewal.

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Thank you for all you are doing for your school community and for Catholic education

PHONE

FAX

WEB

Churches Re-opening is a big step forward for Society

<https://rcdow.org.uk/cardinal/news/cardinal-opening-churches-for-individual-prayer-is-big-step-forward-for-society/>

Caritas Westminster during COVID-19

During the COVID-19 pandemic, Caritas Westminster has been supporting parishes and schools to start new projects or adapt existing ones to meet the increased demand for social outreach in the community. New projects have included pop up food banks, delivering food to those stuck at home and making phone calls and visits to those who may be suffering from loneliness. Support from Caritas Westminster has included sourcing food using well established connections in food distribution charities, advising on risk assessments amid new social distancing rules, recruiting and training more volunteers and accessing funding through internal or external grants. A key initiative during this time has been our emergency food voucher scheme, distributed to those in need by parishes, several of whom have worked in conjunction with their local schools . [See [news](#) for more information]

Free School meals over the Summer

'Whilst we welcomes the Government's U-turn on Free School Meals over the summer, we encourage them to recognise that there is more needed to prevent child poverty in this country, which is reaching record levels.'

In light of the government's announcement to extend free school meals over the summer holidays, please read Caritas Westminster's response by clicking here bit.ly/37xzhmU

Caritas Westminster Emergency Voucher Scheme

Children eligible for free school meals in term time in England will get a six-week voucher, Downing Street said.

Two months ago Caritas Westminster launched its own Emergency Voucher Scheme, which is currently supporting 72 parishes and schools across the [Diocese of Westminster](#) and the [Archdiocese of Southwark](#).


To read more the scheme and the impact it has had: bit.ly/2MCCEze

How can Caritas Westminster Help you?

Thanks to those who have already responded to our survey, out of the initial responses from 25 schools, **84% are seeing families struggling with food poverty** and **96% saying they have families who are suffering from digital exclusion**. This information is crucial to help us identify where the need is and how we can better help your school and families. If you haven't responded yet, please complete our survey [here](#) and share your experiences with us.

COMPLETE SURVEY HERE

Please contact us directly at caritaswestminster@rcdow.org.uk if you have an immediate and/or specific need.



Poverty & Digital Exclusion: Please complete our survey here and share your experiences with us, so we can identify where the need is and how we can better help your school and families. Please contact us directly at caritaswestminster@rcdow.org.uk if you have an immediate and/or specific need.

Prayer & Worship Resources

The Celebration of Mass for Schools

We are delighted that His Eminence, Cardinal Vincent Nichols, will celebrate Mass for our school communities on **18th June at 11.30am**. Please do try to join the celebration online if possible. If you are unable to live stream at this time it will be possible to download the Mass and share in the celebration later. Please publicise this event within your whole community, including those who are unable to attend school at this time. The Mass will be streamed via the following link <https://www.churchservices.tv/westminster> or www.westminstercathedral.org.uk

Please find attached a hymn sheet for the School Mass for Thursday which will enable your community to fully participate.

Weekly Rosary

Please join us each week as we pray a decade of the Rosary together. This Friday, June 19th, we recite the Fifth Luminous Mystery: The Institution of the Eucharist

You can join via YouTube [here](#) or alternatively download the powerpoint [here](#)

Weekly Beatitude Assembly

Please click [here](#) for a Primary and a Secondary Powerpoint resource that can be used with students

Westminster Cathedral Resource

Please click [here](#) for an interactive Animal Trail resource for Primary Schools to use when they visit Westminster Cathedral with children.

CAFOD National Assembly 18th June

CAFOD are delivering an online assembly to share how the lives of others around the world are being impacted by Coronavirus. This will take place on Thursday 18 June at 10am, on [CAFOD's YouTube page](#). (This will be available beforehand in case teachers want to check the content beforehand, and of course, you will be able to watch it together at a later time of your choosing.)

Professional Development Opportunities

For a list of our upcoming training opportunities, please see attached document.

Pope's prayer intention for June: the Heart of Jesus

This month, during which the Solemnity of the Sacred Heart occurs, the Holy Father asks that 'we pray that all those who suffer may find their way in life, allowing themselves to be touched by the Heart of Jesus.' See The Pope's Prayer Intention Video [here](#)

Novena to the Sacred Heart – concluding on 19th June 2020.

There is a long-standing tradition in the Church of dedicating nine days of prayer to the Heart of Christ, concluding on the Solemnity of the Sacred Heart on 19th June. Many parishes and schools already pray this Novena every year and there are many beautiful variations. This year, we present a version, composed by the Pope's Prayer Network Director in London, which will be available online at www.popesglobalprayer.net. Each day of the Novena is presented in an Ignatian way, suggesting a Spiritual Exercise each day.

The outreach of the Church to the faithful and call to prayer.

- The Diocese is **live streaming Masses** and here is the link to those available.
<https://rcdow.org.uk/news/how-to-participate-in-mass-during-the-coronavirus-outbreak/>
<https://soundcloud.com/catholicchurch>
- The Jesuit Pray as You Go site <https://pray-as-you-go.org>
- <https://rcdow.org.uk/news/popes-prayer-intention-for-june-the-heart-of-jesus/>

Personnel Updates

ADMISSIONS PROCEDURE

We have been made aware of some changes which are needed to aspects of our published admissions procedures, in particular the Supplementary Information Form. It will be necessary for us to revise the Admissions Guidance published in September 2019. We realise it is necessary for you to consult on changes to the procedure and so we ask that you be mindful of the revised guidance when next consulting on your procedure. The revised guidance has been checked by a solicitor at the Catholic Education Service who, in turn, have confirmed the model procedures with the Office of the Schools Adjudicator.

The revised guidance will be issued to you by the end of this week.

RISK ASSESSMENTS OF STAFF RETURNING TO WORK

Schools must ensure that any risk assessments carried out relating to staff returning to work take account of the widely publicised additional risks to workers from the BAME community. Last week's bulletin included a sample risk assessment which can be used, or relevant extracts included in the risk assessment used for all staff.



Mental Health - The theme is Transitions - helping those children who are moving up and on in these uncertain times.

Anna Freud Centre

[Click Here](#) (Managing Transition Back to School – A guide for schools and colleges)

[Click Here](#) (Managing unexpected endings and transitions - A practical guide to support pupils and students to manage change during periods of disruption)

Mentally Healthy Schools [Click Here](#) (A range of advice for parents, carers and education professionals, from the Anna Freud Centre, supporting children through times of transition)

Young Minds [Click Here](#) (Top tips for parents and carers on helping their child through times of difficulty and change.)
([Click here to download the top tips poster](#))

Other resources from Young Minds to support children in times of transition:

[Click Here](#) (Find Your Feet – transitioning to secondary school)

[Click Here](#) (Find Your Feet – Tips for parents)

[Click Here](#) (Find Your Feet – Transition Activity for Year 6 Pupils)

[Click Here](#) (Find Your Feet – Transition Activity for Year 7 Pupils)

[Click Here](#) (Find Your Feet – Transition Tips for Pupils with SEND)

[Click Here](#) (Preparing your children for the Summer Holidays)

[Click Here](#) (Ten ways to celebrate the year)

[Click Here](#) (Celebrating Achievements)

Foundation for People with Learning Difficulties [Click Here](#) (Moving On - Top Tips on moving to secondary school for pupils with SEND) and [Click Here](#) for a guide for parents.

Place2Be [Click Here](#) (Advice for parents and carers in supporting their child on moving to a new school.)

Partnerships for children [Click Here](#) (A range of activities for parents to help their children explore their emotions during times of change and loss.)

Early Education - [Click Here](#) (An article with advice for parents and carers of young children on how to support them during times of change.)

Grenfell - Andrew O'Neill

Please take the time to read another article in the Tablet this week by the Headteacher of All Saints Catholic College, Andrew O'Neill. Andrew has written an account recalling the experience of his school community during the tragedy of Grenfell.

<https://www.thetablet.co.uk/blogs/1/1490/a-headteacher-whose-school-is-yards-from-grenfell-recalls-the-disaster>



Teaching English as a Foreign Language

Expression of interest in teaching English as a foreign language. Westminster Youth Ministry is setting a project for summer 2021 at SPEC Retreat Centre in Pinner to host a summer language for the Japan Federation of Catholic Schools. This will be over 6-7 weeks starting in early July and will require teaching four periods per day at Pinner, Monday to Friday. The students will be 15-18 years old and will be staying in the UK for 2 or 3 weeks. We are looking for 2-3 teachers or a school that can assess student's level of English and deliver an exciting language programme for the duration of their stay in the UK. TEFL qualification and experience of teaching English to non-English speakers would be an advantage, as would an accreditation to the British Council. A partnership with a school may also be considered. For further details and informal discussion please contact Andrzej Wdowiak on 07736 293 637 or via e-mail andrzejwdowiak@rcdow.org.uk

Capital & Pupil Placement Planning

1st Planner – Demographic Survey

Phase 2 of this project is now underway. As advised, an introduction for school leaders and governors has been recorded for private viewing. The link to this resource is: <https://www.1stplanner.com/aowwinwin>

We are also exploring the vision we reflect throughout this initiative. The headline concept is WinWin. However, for our Diocese it is important that we develop that appropriate “Straplines” to communicate our vision to all stakeholders (internal and external). It has been proposed that the WinWin Statement for the Diocese of Westminster is built upon the foundations of Catholic Social Teaching. When drafted, the DOW WinWin Statement will use the 6 to 8 phrases that capture our collective mission and vision.

The main areas of Catholic Social Teaching are:

- Human Dignity
- Community & Participation
- Care for Creation
- Dignity in Work
- Option for the Poor
- Solidarity & Peace

The first draft of the WinWin Statement looks like this:























Please send any suggestion of suitable straplines to nigelspears@rcdow.org.uk

















VASCA 2020/21

27 Projects are now live on Statlog. School Leaders and Governors from those schools, with the support of their Building Consultants, are fully engaged in the process of scoping and procuring the essential work approved by the education Commission.

8 schools are listed as "Projects Ready for Action". 6 (possibly 7) of the projects on the next list are waiting for the site(school) to act. If you are the Funding or Finance Manager for one of these schools, please logon to Statlog and complete the required step as soon as possible.

Status Key ▾						
						
Awaiting central project confirmation		Awaiting site or consultant project approval		Awaiting consultant project approval		Awaiting site project approval
URN	Site	LA	Consultant	Project Title	Status	+
139122	St Richard Reynolds Catholic High School	London Borough of Richmond upon Thames	DHP	Sports hall replacement flooring and associated works		
100494	Saint Francis of Assisi Catholic Primary School	London Borough of Kensington and Chelsea	Barker Associates (Essex) Ltd	Safeguarding & educational therapy unit		
133288	St Elizabeth Catholic Primary School	London Borough of Tower Hamlets	DHP	Condition works to heating distribution system and built fabric		
117466	St Teresa Catholic Primary School	Hertfordshire County Council	Barker Associates (Essex) Ltd	Boiler room, pipe distribution replacement and associates works		
101338	Sacred Heart Catholic Primary School	London Borough of Barnet	Synergy Construction and Property Consultants LLP	Changing room roof and associated repairs		
101920	Our Lady of the Visitation Catholic Primary School	London Borough of Ealing	DHP	Urgent fire compartmentation upgrade at ks1 & ks2 corridors and stairwell (high risk 2-storey and / or single escape situations)		
137569	Holy Family Catholic Primary School	London Borough of Ealing	DHP	Urgent, life expired gas absorption heat pumps and controls replacement (heating plant)		
117481	The Holy Family Catholic Primary School	Hertfordshire County Council	Synergy Construction and Property Consultants LLP	Urgent drainage repairs and associated playground resurfacing		

Now, only 5 schools have yet to respond to the offer of VASCA funding and 1 project is waiting for clarification from the Central Funding team.

Status Key ▾						
						
Not funded		Partially funded		Awaiting central funding approval		Pending site funding approval in principle
URN	Site	LA	Consultant	Project Title	Status	+
117488	Sacred Heart Catholic Primary School and Nursery	Hertfordshire County Council	Choose a New Consultant	Flat roof renewal - phase 1		
102039	St Monica's Catholic Primary School	London Borough of Enfield	Choose a New Consultant	Asbestos removal, roofing & associated works		
102425	St Mary's Catholic Primary School	London Borough of Hillingdon	DHP	Safeguarding Improvement Works		
101337	St Joseph's Catholic Primary School	London Borough of Barnet	Choose a New Consultant	Roof Refurbishment And Associated Works		
102545	Gunnersbury Catholic School	London Borough of Hounslow	DHP	Emergency Boiler Replacement Works		
117488	Sacred Heart Catholic Primary School and Nursery	Hertfordshire County Council	Synergy Construction and Property Consultants LLP	Boiler Replacement And Associated Work		

Please contact Statlog for assistance if you cannot access the system.



Statlog

The initial training session with consultants was positive. Training was provided in the use of:

- The Strategic Survey Tool
- Site Manager Tests (Statutory Compliance), and
- Contractor Tests (Statutory Compliance)

Schools seeking consent from the Diocesan Trustees to manage Minor Works Projects at a local level must ensure:

- a) That the Statutory Compliance aspects of Statlog are fully operational on their site(s), and
- b) That their Survey data is up to date in Statlog

Once both elements are in place, School Business Managers can apply for permission to manage Minor Works Projects themselves. Until written consent is provided, the current protocols remain in effect and schools must engage their retained building consultant when undertaking any Capital Work.

Please do not delay. If you are hoping for VASCA Funding in the future, you do need to ensure that the needs of your school are correctly recorded in Statlog. If they are not in the system by January 2021, you will not be eligible for VASCA funding in 2021/22.

Priority School Building Programme

Project managers continue to monitor the progress of schools in this scheme. Some contractors can make headway whilst ensuring social distancing.

School Business Managers

Diocesan Trust Protocols – During a recent SBM forum it was clear that many SBMs are unclear about the Protocols issued by the Diocese of Westminster and how that affects many of the decisions taken by schools and academies. The Protocols relating to School Land and Buildings can be found on the DOWES Website: <https://education.rcdow.org.uk/school-capital-and-pupil-placement-planning/capital-strategy/>

Capital de Minimis – There was also some confusion about the de minimis level below which schools can classify work as revenue maintenance. The de minimis level is set by the Diocese and is in accordance with agreement with the Secretary of State for Education.

It is £2,000.00

We are seeking clarification on the application of a higher level by a Local Authority that is accepted and approved by the Governing Body. If this is deemed acceptable, it will affect the level at which a school is permitted to spend its capital funding.

For example, a school using the VA de minimis or £2,000.00 would be permitted to use its DFC on a boiler replacement project costing £9,000.00 net. Whereas a neighbouring school that had agreed a £10,000.00 de minimis would not.

I will circulate further information upon receipt of legal advice.

UK Government & DfE Updates and links; Maintaining Educational Provision for Vulnerable and Key Worker Children:


DfE Guidance 17.06.20

Please see below DfE guidance that has been issued recently which you may have missed:

This provides the latest guidance for school leaders on the extended opening to the designated year groups in primary schools (nursery, reception, year 1 and year 6) and secondary schools (year 10 and 12). We are waiting on further guidance following the ministerial statements this week and when this is published, we will brief schools.

- Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak – Updated 15 May 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Managing school premises during the coronavirus outbreak – Updated 18 May 2020
<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>
- Procurement Policy Note 02/20: Supplier relief due to COVID-19 – Updated 19 May 2020
<https://www.gov.uk/government/publications/procurement-policy-note-0220-supplier-relief-due-to-covid-19>
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers – Updated 20 May 2020
<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Teaching during coronavirus (COVID-19) – Updated 22 May 2020
<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>
- Online education resources for home learning – Updated 22 May 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Coronavirus (COVID-19): cancellation of GCSEs, AS and A levels in 2020 – Updated 22 May 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-cancellation-of-gcses-as-and-a-levels-in-2020>
- Preparing for the wider opening of early years and childcare settings from 1 June – published 24 May 2020
<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june>

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- Supporting children and young people with SEND as schools and colleges prepare for wider opening – updated 26 May 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>
 - Coronavirus (COVID-19): financial support for education, early years and children’s social care – Updated 27 May 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Providing free school meals during the coronavirus (COVID-19) outbreak – Updated 28 May 2020
<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance>
 - School attendance: guidance for schools – Updated 29 May 2020
<https://www.gov.uk/government/publications/school-attendance>
 - Actions for FE colleges and providers during the coronavirus outbreak – Updated 29 May 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>
 - Changes to the law on education, health and care needs assessments and plans due to coronavirus (COVID-19) – Updated 29 May 2020
<https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus>
 - Critical workers who can access schools or educational settings – Updated 1 June 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>
 - Coronavirus (COVID-19): implementing protective measures in education and childcare settings – Updated 1 June 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
 - Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 - Updated 1 June 2020
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
 - Providing apprenticeships during the coronavirus (COVID-19) outbreak – Updated 2 June 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response>

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- Actions for schools during the coronavirus outbreak – Updated 3 June 2020
<https://www.gov.uk/government/publications/covid-19-school-closures>
 - Preparing for the wider opening of schools from 1 June – Updated 4 June 2020
<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>
 - Actions for early years and childcare providers during the coronavirus outbreak – Updated 5 June 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
 - Coronavirus (COVID-19): initial teacher training (ITT) – Updated 5 June 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-initial-teacher-training-itt>
 - Higher education: reopening buildings and campuses – Updated 10 June 2020
<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses>
 - Press Release: Extra mental health support for pupils and teachers – Updated 10 June 2020
<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

Asthmatic guidance from Asthma UK:

Please see FAQs for some of the most popular queries: www.asthma.org.uk/about/media/news/advice-for-parents

Please follow government guidance and advise parents who are worried about sending their child back to school to contact their GP. Please see the below link which can be provided to parents to advise how they can prepare their children for going back to school including tips to cut the risk of them having an asthma attack:

www.asthma.org.uk/advice/child/back-to-school