



# WITNESS

## to the word



FOLLOW US!

10<sup>th</sup> November  
2021

Autumn Term  
Issue 4

Dear Colleagues in Catholic Education

Every second Wednesday, the Education Service 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 may benefit from them.

Please feel free to share.

### SUBJECT CONTENT IN THIS ISSUE

Information about upcoming CPD and Training is [here](#)

Religious Education and Catholic Life resources are [here](#)

Inspection Update is [here](#)

Racial Justice, Equality and Diversity updates are [here](#)

Governance Updates are [here](#)

Mental Health and Wellbeing Resources are [here](#)

Caritas Updates are [here](#)

Youth Ministry Updates are [here](#)

Capital Projects and PPP Updates are [here](#)

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

Please share this event in your newsletters and with your wider community.  
Thank you for your support.

23  
NOV  
ONLINE EVENT

## CALLING ALL CATHOLIC TEACHERS

**THE DIOCESE OF  
WESTMINSTER  
EDUCATION SERVICE  
IS HOSTING AN  
EVENING TO ENGAGE  
WITH CATHOLIC  
TEACHERS AND  
LEADERS CURRENTLY  
WORKING OUTSIDE  
OF CATHOLIC  
EDUCATION.**

**DATE: 23RD NOVEMBER  
TIME: 6.00 TO 7.30PM**

**TO BOOK YOUR PLACE**

**CLICK HERE**

**WWW.COURSES.RCDOW.ORG.UK**

**This occasion is designed to provide information about how best to prepare for a role in a Catholic school and an opportunity to meet with current Catholic school leaders. We will also provide an opportunity to register for a mentoring programme for those who wish to be accompanied and supported on their journey into Catholic education.**

*Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses.*  
*Pope Paul VI*



# Upcoming Training Opportunities

## Autumn Term 2021 CPD programme

Please find a link to the full programme on our website [here](#). You will find an interactive PDF you can download and use to make bookings via our course booking site

Please direct any queries to Linette Blackmore, Events Coordinator  
[eduemc@rcdow.org.uk](mailto:eduemc@rcdow.org.uk)



## Upcoming CPD Courses

Date/Time	Course	Booking Links
Thursday 11 <sup>th</sup> November: 10am to 12pm	Developing a Pupil Chaplaincy Team	<a href="#">Booking Link</a>
Tuesday 16th November: 3.30pm to 5.00pm	Supporting Parents with RSE	<a href="#">Booking Link</a>
Friday 19th November: 9.00am to 12.00pm	REC Conference Part 1	<a href="#">Booking Link</a>
Friday 19th November 2021: 6.00pm to 7.30pm	Mental Health and Well Being for Staff	<a href="#">Booking Link</a>
23rd November: 6.00pm to 7.30pm	Calling all Catholic Teachers Event	<a href="#">Booking Link</a>
Wednesday 24th November: 4.00pm to 5.00pm	ECT Part 2: Prayer and Liturgy in a Catholic School	<a href="#">Booking Link</a>
Thursday 25th November 3.30pm to 5.00pm	Racial Justice, Equality and Diversity in Sacred Scripture	<a href="#">Booking Link</a>
Tuesday 30th November: 9.30am to 3.30pm	Secondary Heads of RE Day	<a href="#">Booking Link</a>
Tuesday 30th November: 3.30pm to 5.00pm	The Use of Storytelling in RE	<a href="#">Booking Link</a>
Thursday 2nd December: 3.30pm to 5.00pm	Liturgical Year	<a href="#">Booking Link</a>

## Foundation Stones- January 2022

Elaine Arundell will be leading the next online Foundation Stones course on a **Monday from 3:45pm-5pm** and there will be 12 topics combined into 11 sessions which will be delivered on Zoom.

The dates are as follows, which are approximately every fortnight but avoiding Easter and SATS:

- 10<sup>th</sup> Jan – The Catholic Faith
- 24<sup>th</sup> Jan – God the Father and Revelation
- 7<sup>th</sup> Feb – God the Son, Jesus Christ
- 21<sup>st</sup> Feb – The Holy Spirit, Mary and the Saints
- 7<sup>th</sup> March – The Church (and who's who)
- 21<sup>st</sup> March - The Liturgical Year, Liturgy and the Seven Sacraments
- 25<sup>th</sup> April – Baptism and Confirmation
- 6<sup>th</sup> June – Eucharist
- 13<sup>th</sup> June - Reconciliation and Sacrament of the Sick
- 27<sup>th</sup> June – Marriage and Ordination
- 4<sup>th</sup> July – Christian Life and prayer

The course costs **£200 per person or £300 per school** (which includes teaching and non-teaching staff as well as governors etc) so it is incredibly competitive and great value and really benefits the teaching of RE.

The course will come with all the PowerPoints and notes which can be used to support teaching as well as other support materials. All you will need to purchase is the book found [here](#).

If you require further details, please email Elaine Arundell - [elainearundell@rcdow.org.uk](mailto:elainearundell@rcdow.org.uk)

## CCRS – February 2022

Are you interested in developing your knowledge to support your teaching of RE? Are you interested in a Senior Role or Leadership in a Catholic School?

If the answer to these questions is yes, then the CCRS is for you!

A new group will start Module 1 in February 2022. It will run online on a Wednesday from 4-6pm, for five weeks per module. Alternatively, you can join the group running online on a Saturday 10-4pm for two Saturdays per module. They will start Module 3 in January and you can make up Modules 1 & 2 later.

Dates can be found on RCDOW Education website, choose Events and Courses and CCRS has its own section.

**For the attention of HTs and DHTs:** In the CES Census return, some schools have recorded a low number of staff with CCRS or they have recorded that TAs are teaching RE lessons. The CCRS may be able to help you upskill staff for the important role of teaching RE. It will give them a basic theological knowledge and is suitable for all staff.

We are a supportive and encouraging learning community.

Please contact Margaret Hanley [ccrs@rcdow.org.uk](mailto:ccrs@rcdow.org.uk) if you are interested in joining, have any questions or just want to know more about what is involved.



THE CHURCH  
OF ENGLAND  
EDUCATION OFFICEFOUNDATION FOR  
EDUCATIONAL  
LEADERSHIPAll Saints  
Catholic Academy TrustTHE CARDINAL VAUGHAN  
MEMORIAL SCHOOL

## National Professional Qualifications

Study for the full suite of new National Professional Qualifications with the Church of England working in partnership with the Catholic Education Service.

From September the full suite of the new National Professional Qualifications will be delivered nationwide in an exciting new partnership between Catholic and Church of England schools, MATs/ CATs and Teaching School Hubs working with the Church of England Education Office and the Catholic Education Service.

Included in the network of Delivery Partners for the London and South East areas are two of our own Catholic organisations from the Diocese of Westminster: The All Saints Catholic Academy Trust (ASCAT) and The Cardinal Vaughn Memorial School. ASCAT will be taking the lead in the delivery of the NPQLT and will also be supporting delivery of the NPQH, NPQLBC and the NPQEL in the South East area. Cardinal Vaughn will be leading in the delivery of the NPQH and the NPQLT for the London area.

Not only has the content and delivery methods of the qualifications been changed to reflect the challenges of teaching and learning in faith schools in the 21<sup>st</sup> century but we expect the funding mechanism for these to change also with the National Professional Qualification for Headship (NPQH) and the National Professional Qualification for Leading Teacher Development fully funded for all schools. In addition to this, the DfE have indicated that all NPQs will be fully funded for all schools ranked in the top 30% of schools by Pupil Premium allocation.

Please follow the link [here](#) to find out more about the new NPQs including details of the new courses and how to apply for these.

# RE and Catholic Life Resources

## Synod 2021-2023

A call to listen and walk together:

In October 2023 the bishops of the Church will come together in Synod. 'Synod' is a word used over the centuries, whose meaning draws on the deepest themes of our faith. 'Synodality' is the process of 'journeying together', a way of being the Church as envisaged by the Second Vatican Council (cf Lumen Gentium 12), journeying forwards in mission, together in communion where everybody has a part to play.

As part of the preparation for the Synod, Pope Francis has called every diocese to enter into a time of preparation, listening and discernment. This will take the form of a synodical experience.

*"The heart of the synodal experience is listening to God through listening to one another, inspired by the Word of God".*

Click [here](#) to listen to a more detailed introduction to the synodal process by Fr Chris Thomas, General Secretary of the Catholic Bishops' Conference of England and Wales, and Father Jan Nowotnik, Director of Mission, as they discuss the process and explain this invitation to communion, participation and mission.

Click [here](#) for some answers, provided by the Bishops' Conference, to frequently asked questions on the [Synodal Process](#).

Click [here](#) to listen Cardinal Vincent Nichols introduce the synodal process within our diocese. For further details about the synodal process in Westminster click [here](#).

During this first part of the synodal journey our parishes and schools are called to reflect on the question of how the Church carries out her mission of proclaiming the Gospel. This requires first a willingness to listen to the Holy Spirit, to hear where the Spirit is calling each one of us, to be prepared to meet the Spirit in others – to be open to the Spirit speaking in them. We are called to consider how this "journeying together" is happening today in our own parish or community and the wider Church, and to listen to what steps the Spirit is inviting us to take so we can grow in our "journeying together".



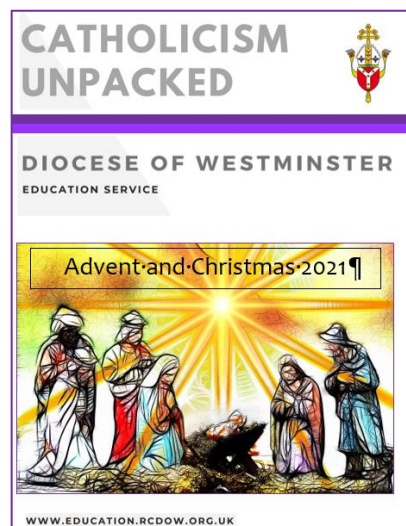
*"Now that there is greater normality in daily life, we have a unique opportunity to refresh and maybe reshape these patterns of life in the Church. Indeed, Pope Francis is asking us to do so. In starting what can be described as a 'Church-wide listening process' he is inviting us to listen again to each other, hearing experiences of faith with all its joys and disappointments, and to find new ways of strengthening each other." (Cardinal Vincent Nichols, Pastoral Letter 3 October 2021 )*

The Education Service will begin this synodal journey with Headteachers at our next series of Regional Hub meetings with a follow up listening event scheduled for 9th December, 2-4pm.

## Catholicism Unpacked: Advent and Christmas

We are delighted to share with you our updated Advent Support Document for Year C which has been created to improve the subject-knowledge of all staff and so support you with planning and teaching. It is also hoped that it will save you lots of much-needed time and energy looking for resources for prayer and liturgy as well as charitable acts for this season. This is an interactive document so there are various hyperlinks throughout to various other pieces of information such as articles, reflection and resources for teaching. We hope you find it useful. [Click here](#)

Please note that it has information for the lead up to Advent including the World Day of the Poor (15<sup>th</sup> November) and the feast of Christ the King (Sunday before the beginning of Advent). The document also includes readings for each week as we will be in Year B: St Mark as well as other new materials relevant for social distancing and blended learning. Should you have any feedback or questions about it, please contact [elainearundell@rcdow.org.uk](mailto:elainearundell@rcdow.org.uk)



## Pope Francis Prayer Intentions: November

Intention for evangelisation - **People Who Suffer from Depression**

*We pray that people who suffer from depression or burn-out will find support and a light that opens them up to life.*

PRAYER INTENTIONS FROM DAY AFTER Pentecost Until First Day of Advent (Based on the Liturgical Year)	Liturgical Colour
Deeper Understanding Between Christians and Jews	Green
Those Who Suffer Persecution	
Those Who Suffer Oppression	
Those Who Suffer Denial of Human Rights	
Europe	
Human Life	
Seafarers	

LITURGICAL YEAR	NATIONAL AND INTERNATIONAL DAYS
November <ul style="list-style-type: none"> <li>All Saints (1st)</li> <li>All Souls (2nd)</li> <li>St Martin de Pores (3rd)</li> <li>St Charles Borromeo (4th)</li> <li>Lateran Basilica (9th)</li> <li>St Martin of Tours (11th)</li> <li>St Frances Xavier Cabrini (13th)</li> <li>St Albert the Great (15th)</li> <li>St Margaret of Scotland (16th)</li> </ul>	November <ul style="list-style-type: none"> <li>World Tsunami Day (5th)</li> <li>National Stress Awareness Day (6th)</li> <li>World Science Day for Peace and Development (10th)</li> <li>Remembrance Sunday (11th)</li> <li>World Kindness Day (13th)</li> <li>Interfaith Week (14<sup>th</sup> -21<sup>st</sup>)</li> <li>International Day for Tolerance (16th)</li> <li>World Day of the Poor (17th)</li> <li>November - Month of Remembrance</li> <li>Anti-bullying week (15-19<sup>th</sup>)</li> </ul>

## The Year of St Joseph

See our November Prayer and Liturgy resource [HERE](#).. Please note that this can be amended for use by primary or secondary pupils as it includes the Gather, Listen, Respond, Mission format. This is the penultimate resource as The Year of St Joseph is due to end in December 2021.



## Diocesan Competitions

These competitions will be run during the autumn term and all pupils in primary and secondary schools are welcome to enter. However, please send only one entry per key stage to [elainearundell@rcdow.org.uk](mailto:elainearundell@rcdow.org.uk) For practical reasons, the piece of work should be sent on a PowerPoint slide with the child's first name, key stage, school and deanery provided (typed only) on the same slide. You may wish to discuss the following themes with your pupils so that some of these may be reflected in their creations: welcome, journey, migrants, diversity. We really hope that your pupils enjoy participating in these competitions. All work shared will be celebrated on our website and entrants will receive a certificate. Work may also be shared in our newsletter and on Twitter.

### *Christmas card*

Design a Christmas card with the theme of family (as this is The Year of the Family as well as The Year of St Joseph). Any media may be used but please ensure the picture is high quality and does not include writing. Any words may be typed on the PowerPoint slide instead. Return by Friday 3<sup>rd</sup> December by 5:30pm in an email clearly labelled CHRISTMAS CARD COMPETITION.

### *St Joseph's Poetry Competition*

Please see below some of the entries for the St Joseph poetry competition. As you will see, the poems are beautifully written and the artwork produced by the various pupils in our schools is inspiring. Thank you to all of you who have participated and shared your work. All of our pupils are winners and so have been awarded certificates as a memory of this event. This work is shared on the website [HERE](#) to share with the wider community

For those of you who have not been able to do anything yet for the Year of St Joseph, perhaps these poems may provide some inspiration. PowerPoints to support prayer/liturgy on St Joseph can be found here: [HERE](#) while more information and inspiring artwork and ideas can be found here: [HERE](#).

## St Joseph is special

Saint Joseph is special, Saint Joseph is kind.

Saint Joseph is Jesus' Dad on earth.

Saint Joseph is a carpenter who builds things out of wood.

Saint Joseph is Mary's husband.

Saint Joseph is in our heart at school.

YR Class, EVFS, St Joseph's Primary, Westminster  
Image – St Mary and St Michael's Primary, Tower Hamlets

## St Joseph


Saint Joseph was a carpenter, who worked really hard all day,  
When God sent a message, Joseph knew just what to say.  
Saint Joseph had a wife called Mary and they are going to have a baby,  
We knew how special he would be and that he would save me.  
Joseph was a loving father who was caring and respectful,  
He was a humble man who was always really grateful.  
Each and every day, Joseph followed what God always says,  
We must remember that when we play, we should act in this way.

Y1 class, KS1, St Joseph Primary School, Waltham Cross,



**St Joseph the Carpenter**


Joseph the carpenter works with his hands  
As he watches over us from Heaven's glance.  
He looked after Mary and the baby Jesus.  
He always worked hard.  
He was creative, wise and loved God.  
In this special Year of St Joseph,  
We pray to Him to look after everyone and to  
use His tools to  
build a better, brighter, peaceful and magical  
world.



Mason & Yash, KS3, Field Heath, Uxbridge

**St Joseph**

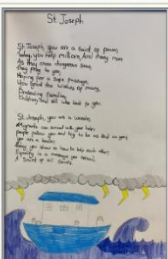
Joseph was a simple man, a carpenter by trade,  
God gave him a special job, at first he was afraid.  
Mary placed her trust in him,  
with Christ he became a man,  
A father to a special child,  
he was part of God's great plan.  
Blessed Joseph, with God's love and support,  
you were prepared to face upheaval,  
With grace and mercy, courage and love,  
you protected Jesus from evil.



Billy and Woody, KS2, Our Lady & St John's Brentford, Westminster

**St Joseph: A Saint of All Saints**

St Joseph, you are a saint of power.  
Today, you help millions, and many more  
as they cross dangerous seas.  
They pray to you,  
hoping for safe passage.  
You grant the wishes of many,  
protecting families,  
children, and all who look to you.  
St Joseph, you are a wonder.  
Migrants succeed with your help.  
People follow you and try to be as kind as you.  
You are a leader:  
Today you show us how to help each other.  
Equality is a message you spread,  
A saint of all saints.



Lily, KS2, St Dominic's Primary School, Camden


**St Joseph, Humble and Kind**

Saint Joseph he was humble and kind,  
Who left his home and didn't mind,  
He was there to be a guide,  
He was always there by Mary's side.  
Saint Joseph full of such wisdom,  
He knew that Jesus led to the Kingdom,  
He cherished his family every day,  
He knew in his heart this was the way.  
Saint Joseph a worker every day,  
Each night he prayed before he lay,  
He watched and loved as Jesus grew,  
In his heart he knew that the years  
would be few.  
Saint Joseph in our school we care for  
you so,  
You tell us the way our lives must go,  
Family first and love Jesus too,  
Saint Joseph, Saint Joseph, we love you.

Gabriel, KS2, Holy Family Primary, Ealing

**St Joseph, My Guide (2)**


You knew me from before I was born  
You will know me to the day I die, tried and worn,  
From you I will never hide.  
You are optimistic and selfless; loyal and full of fairness.  
Kind and caring, you help others,  
Working in peaceful harmony with your sisters and brothers,  
Every hour of the day, you watch me from God's side.  
You are Mary's kind and loving husband,  
You are Jesus's helpful and hard-working father,  
You are King David's loyal and trustworthy descendant,  
You are St Joseph – and this year is dedicated to you.



Talia, KS2, St Joseph's Primary, Kensington & Chelsea

**Wise and Gentle Man**

Seen as a wise and gentle man,  
The patron saint of many countries and places.  
Joseph was chosen by God,  
Often working hard,  
Sharing his love with Jesus Christ.  
El Día Del Padre is what they call his day in Spain,  
Peace in his heart,  
Humble, faithful, and wise is what Joseph is!  
Isabella, KS2, St Patrick's Primary School, Westminster



## Year of the Word - The God who Speaks

November Focus is All Saints and All Souls

- Why we celebrate these Feast Days in the Journey to the Other Side
- A Healing Tree activity for schools and parishes as we pray for loved ones who've died:
- Have a look at Saintly Inspiration role models this month

As we approach COP 26 and continue to reflect on Climate Change we share:

- Fr Michael Hall's latest Creation Commandments in his series with Margaret Barker:
- The Wisdom of Creation and The Spirit in Creation
- Dr Richard Goode's Biblically Wild series which focuses on the natural world and the Bible:

In Dioceses:

- Menevia hosts an online Scripture morning on Saul and Paul: A Story of Inner Conversion by Fr Matthew Roche-Saunders
- Birmingham continues with Natalie's Women in Scripture Podcast series which now includes Ruth, Abigail, Hannah, Deborah and The Virgin Mary.

Christmas Resources for schools and parishes:

- [godwhospeaks.uk/christmas-resources](http://godwhospeaks.uk/christmas-resources)
- [godwhospeaks.uk/the-christmas-donkey](http://godwhospeaks.uk/the-christmas-donkey)
- [godwhospeaks.uk/the-christmas-story-in-plain-english](http://godwhospeaks.uk/the-christmas-story-in-plain-english)
- [godwhospeaks.uk/celebrate-christmas-with-bible-society](http://godwhospeaks.uk/celebrate-christmas-with-bible-society)
- [godwhospeaks.uk/making-room-for-god-this-christmas](http://godwhospeaks.uk/making-room-for-god-this-christmas)
- [godwhospeaks.uk/soul-to-soul](http://godwhospeaks.uk/soul-to-soul)

## November: The Month of Remembrance

### *Missio*

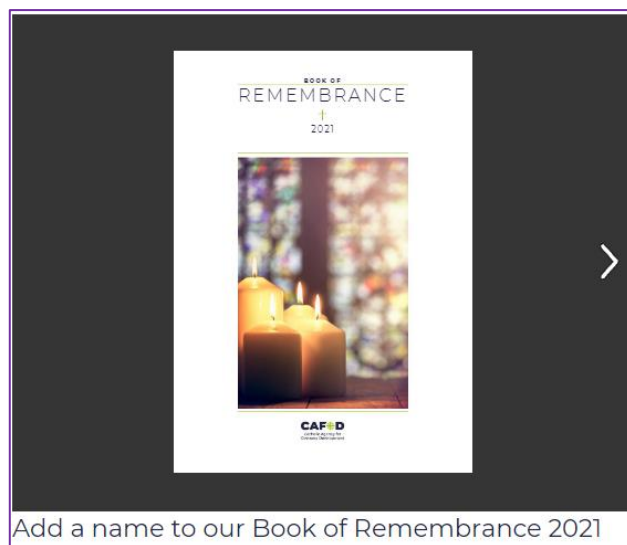
The Church has a beautiful tradition of dedicating November to the Holy Souls. To help schools mark this, Missio has created a sensitive and accessible **Holy Souls Liturgical Prayer** with accompanying activities to support school, parish, and home links. You may also want to start the month with the **All Saints Assembly**, celebrating saints from around the world. [Download free here](#), and click on the relevant images.

### *CAFOD*

CAFOD's Book of Remembrance is a special place to remember supporters, friends and loved ones who have died. We give thanks for their lives, and for their faith, hope and love which live on in our life and work today.

The book is published each October for their November Memorial Mass. Names given during October and November are added at the end of the month.

Add a name to the Book of Remembrance [HERE](#) and click [HERE](#) for Remembrance prayers



Add a name to our Book of Remembrance 2021

### *Prayer for those who mourn*

Bless those who mourn, eternal God,  
 with the comfort of your love  
 that they may face each new day with hope  
 and the certainty that nothing can destroy  
 the good that has been given.

May their memories become joyful,  
 their days enriched with friendship,  
 and their lives encircled by your love.

Amen.

*Vienna Cobb Anderson, from Prayers of Our Hearts (1991, Crossroad Publishing Co.)*

## Catholic Children's Society

### Advent Carol Service

Please click [here](#) to book your place at the CCS annual Carol service, scheduled to take place on Wednesday 1<sup>st</sup> December. As always there are two services, 11am and 2pm.

### Christmas Gift Appeal – Gifts for local children in need

Every year the Catholic Children's Society (CCS) distribute gifts to local disadvantaged children and young people. CCS would be so grateful if your school could donate new toys, books, clothes or gift cards for this year's appeal. Please drop off any donations to our main office: 73 St Charles Square, London W10 6EJ by **Monday 6th December**. For more information please see [here](#).

### Christmas card Art Competition

Design a Christmas card with the theme of family (as this is The Year of the Family as well as The Year of St Joseph). Any media may be used but please ensure the picture is high quality and does not include writing. Any words may be typed on the PowerPoint slide instead. Return by Friday 3<sup>rd</sup> December by 5:30pm

Please send **only one entry per key stage** to [elainearundell@rcdow.org.uk](mailto:elainearundell@rcdow.org.uk) For practical reasons, the piece of work should be sent on a PowerPoint slide (see template and examples attached) with the child's **first name, key stage, school and deanery** provided (typed only) on the same slide.

You may wish to discuss the following themes with your pupils so that some of these may be reflected in their creations: **welcome, journey, migrants, diversity**. We really hope that your pupils enjoy participating in these competitions. All work shared will be celebrated on our website and entrants will receive a certificate. Work may also be shared in our newsletter and on Twitter.

## Red Wednesday – 24<sup>th</sup> November 2021

The aim of Red Wednesday is to highlight the plight of those who suffer for their faith around the world. It is a time to promote freedom, democracy and tolerance across the world. ACN is asking schools, if they can be a voice for those who are suffering the effects of religious persecution, and inviting young people to be an ally to those who are suffering.

Keep an eye on our Red Wednesday campaign page [here](#) or sign up to receive our schools e-newsletter, by emailing [schools@acnuk.org](mailto:schools@acnuk.org) for more information.



**#RedWednesday**

The date for this year is 24th November!  
[www.acnuk.org/our-campaigns/red-wednesday/](http://www.acnuk.org/our-campaigns/red-wednesday/)  
 Contact: [Schools@acnuk.org](mailto:Schools@acnuk.org) for more information or to register interest.

 Aid to the Church in Need  
 ACN UNITED KINGDOM

## Westminster Justice and Peace - COP

A day of action will take place on 6<sup>th</sup> November at 11am. Gather together at St Mary's Moorfields and walk together to Trafalgar Square with CAFOD, Westminster Justice and Peace and many other civic groups. You can register with CAFOD beforehand or show up on the day. All are welcome so please share this message. If you cannot attend, you can still support and follow CAFOD's campaign: Eyes of the World [here](#)

## Eyes of the world campaign

There's still time to join over 29,000 children and young people from across England and Wales in telling the UK government that the eyes of the world are on them this autumn. In November, governments from across the world gather to discuss how to tackle the climate emergency at COP26. It's vital for the Catholic community to demand that our leaders act now to protect our common home. By joining CAFOD's Eyes of the World campaign you and your students can put your faith into action, show your support for our common home and make a real difference to the future of our planet.

**Primary resources:** <https://cafod.org.uk/Education/Primary-teaching-resources/Eyes-of-the-world>

**Secondary resources:** <https://cafod.org.uk/Education/Secondary-and-youth-resources/Eyes-of-the-World>

Please let CAFOD know that you have taken part by completing this **simple online form** so the government can see how many pairs of eyes in our Catholic community are watching: <https://cafod.org.uk/Education/Eyes-of-the-world-form>

## Interfaith Week 14-21<sup>st</sup> November 2021

Inter Faith Week 2021 takes place from **14-21 November 2021, led by The** Inter Faith Network for the UK (IFN). Inter Faith Week is important for promoting mutual understanding and respect between those of different faiths and beliefs.

This year Inter Faith Week starts on Remembrance Sunday and ends the following Sunday. For details about the week, the best place to look is the [Inter Faith Week website](#) which contains a rich bank of resources for those wishing to hold events. A [new section](#) has been created for schools. It contains bespoke materials for both [Primary](#) and [Secondary](#) schools that are designed to support the delivery of a locally agreed syllabus. There is also a [Golden Rule](#) poster on eleven different faith traditions, to download for display in a classroom or meeting room.



# Inspection Update

## Information Sessions on the New National Framework for Headteachers

An information session on the new National Framework will be available to headteachers after the October half term. If headteachers are not able to attend, they can nominate one person to attend in their place. The intention is to provide an overview of the new Framework whilst highlighting how it differs from the existing one. There will also be an opportunity to ask questions. The same session is being offered several times via Zoom to provide flexibility. Separate sessions for subject leads, chaplains and governors are planned for later in the academic year. If you have any queries please get in touch.

Please note that you must register in advance for these sessions. After registering, you will receive a confirmation email containing information about joining the meeting

**Option 1: Wednesday 10 November 2021 12.30pm - 1.30pm**

[Apply Here](#)

**Option 2: Thursday 11 November 2021 3.00pm - 4.00pm**

[Apply Here](#)

# Racial Justice, Equality and Diversity Update

## Does your school have an effective RJED or anti-racism school policy?

The diocese is looking to compile a range of such policies so they can be shared with all our schools to ensure systemic action in regards to RJED. Please do email any relevant policies or documents to

[elainearundell@rcdow.org.uk](mailto:elainearundell@rcdow.org.uk) or [claireoneill@rcdow.org.uk](mailto:claireoneill@rcdow.org.uk)

### RJED CPD Programme

Thursday  
25th  
November:  
3.30pm to  
5.00pm

Racial Justice,  
Equality and  
Diversity in Sacred  
Scripture

[Click here to book](#)

**RACIAL JUSTICE, EQUALITY AND DIVERSITY IN SACRED SCRIPTURE** **25 NOV**

To explore the themes of racial justice, equality and diversity in the light of Sacred Scripture.

**Speaker:** Father Victor Darlington

**Audience:** All staff, governors, parents, clergy and Diocesan staff.

Thursday 25th November | 3.30 to 5.00pm

**TO BOOK PLEASE VISIT [WWW.COURSES.RCDOW.ORG.UK](http://WWW.COURSES.RCDOW.ORG.UK)**

**18 JAN** **DIVERSIFYING, DECOLONISING AND INCLUSIVISING THE CURRICULUM**

To support participants in understanding conceptual differences in terms of what a diverse, decolonised and inclusive curriculum means.

**Speaker:** Professor Paul Miller

**Audience:** All staff, parents, clergy, Diocesan staff, Non Diocesan staff.

Tuesday 18th January | 3.30 to 5.00pm

**22 FEB** **RETHINKING THE CURRICULUM: SCHOOLS' WORKSHOP**

To support participants in rethinking an inclusive curriculum.

**Speaker:** Alexandra Brown and representatives from three Diocesan schools.

**Audience:** All staff, school leaders, governors in primary and secondary schools.

Tuesday 22nd February | 3.30 to 5.00pm

**11 MAY** **CHALLENGING RACIAL INJUSTICE IN THE CHURCH**

To challenge racial injustice in the Church.

**Speaker:** Father Richard Nesbitt

**Audience:** All staff, parents, clergy, Diocesan staff.

Wednesday 11th May | 3.30 to 5.00pm

**20 JUN** **SOLIDARITY IN THE FACE OF ADVERSITY**

To develop advocacy in schools for racial justice, equality and diversity.

**Speaker:** Susan Elderfield

**Audience:** All staff, governors, parents, clergy and Diocesan staff.

Monday 20th June | 3.30 to 5.00pm

**AN ADDITIONAL SESSION TITLED 'PRIMARY ANTI-RACIST RE' WITH OUR GUEST SPEAKER LAT BLAYLOCK IS AVAILABLE VIA OUR BOOKING SITE ON THE 24TH MARCH 2022**

**ALL SESSIONS CAN BE PURCHASED INDIVIDUALLY HOWEVER WE HAVE CREATED A PACKAGE WHICH PROVIDES AN AFFORDABLE BOOKING OPTION FOR YOUR SCHOOL, CLICK THE ICON BELOW.**

**CLICK HERE**

**TO BOOK PLEASE VISIT [WWW.COURSES.RCDOW.ORG.UK](http://WWW.COURSES.RCDOW.ORG.UK)**

# Governance Update

## School Admissions

1. From recent communications with schools around their admissions policies, two main areas have been highlighted where we would like to emphasise our desire that all schools follow the CES model policies.

The first is around priority given to catechumens as evidenced by a certificate of reception in to the order of catechumens. Priority should not be given to children of catechumens. Children under the age of seven are not eligible for admission to the Catechumenate.

The second is around the home address of the child for whom a school place is being applied. The model policy says 'A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.' Many schools explain the home address as where the child resides for at least 50% of the week, but we would prefer the use of the wording in the model policy relevant to your school that is on the diocesan website.

2. Now that the consultation window has opened for Admission Policies for the year 2023/24, we would like to emphasise to all schools the importance of using and following the model admissions policies from the CES that are on the Diocesan website, remembering that if you make any changes to the oversubscription criteria, you should retain, as far as possible, the order as set out in the model policies. Model policies are available for primary & secondary and for schools using the CCP and not.

3. Queries relating to admissions and staffing policies should be sent to Deb Long at [schooladmissions@rcdow.org.uk](mailto:schooladmissions@rcdow.org.uk) who can advise and seek further clarification where necessary.

**Schools and governing boards should not contact the CES directly.**

## CES Policies

We would also like to recommend the importance of using the CES staffing policies available on their website – Sickness Absence, Disciplinary, Grievance, and Capability. Whilst these policies are available in an amendable format on the CES website, we would strongly advise that you only amend to include your school details and leave the rest as set out by the legal team at the CES. In doing this we are better able to support you in the event of finding yourselves needing support and guidance because of a staffing issue.

## Process for appointing foundation governors / directors

1. We ask that your school appoints a Nominated Person (either the Clerk to Governors or perhaps, someone in the School Office) who will administer this process.
2. The Nominated Person should download the suite of forms [available [here](#)] and personalise them to the school, including the email address of the nominated person.
3. The Nominated Person will send the application to and receive the application from the applicant.
4. The Nominated Person will seek the references and the DBS certification. (Note: the parish priest may wish to return the reference directly to the diocese; if they wish to do this, they have been asked to let the nominated person know).
5. When all references and Clearances are available, the Nominated Person will upload all documents to the Diocese using this secure link [here](#). A receipt will be sent to the Nominated Person and the Applicant on submission.
6. The Diocese will determine the complete application within 21 days, either with a letter and deed of appointment, or other communication.

If you have any questions about how the system will work or difficulty in downloading the materials, please contact Carol Campbell ([governors@rcdow.org.uk](mailto:governors@rcdow.org.uk))

## Upcoming CPD Opportunities for Governors

### Introduction to Governorship Training Course (3 Sessions)

10th, 15th, 17th November: 5.00pm to 7.00pm [Click here to book](#)

The AIM of this course to address the main issues that will be faced by a new (or nearly new) governor. This course takes place over three sessions.

#### COURSE CONTENT:

- Governance in a Catholic context.
- Understanding the language of governance.
- Committees and school visits. Legal duties and responsibilities.
- Strategic v Operational issues.

### Financial Accountability for Catholic Academy Trusts

Tuesday 16th November: 5.30pm to 7.00pm [Click here to book](#)

The AIM of this course is to develop an understanding of the fiscal responsibilities of the Trust Board, systems of control and risk identification and management across the Trust.

#### COURSE CONTENT:

- Participants will gain confidence and knowledgeable in their role as a Foundation Director by being able to set and articulate a clear strategic direction for their Trust by focusing on:
- Roles and responsibilities of the Trust Board.
- Financial management of the Trust.
- Statutory Compliance and Risk Management.



**Admissions** – Monday 22nd November: 6.00pm to 7.00pm [Click here to book](#)

The AIM of this course is to enable governors/schools/academies to act confidently in the context of the School Admissions Code and Diocesan Guidance on admissions and for governors to understand the new annual timescales for consultation and determination of admission policies.

**COURSE CONTENT:**

- An update on recent legislation and guidance.
- Admission policies in the context of the School Admissions Code.
- The Diocese as religious authority and the Certificate of Catholic Practice.
- In-Year Admissions.
- The role of the Admissions Committee.

**Presenting Officers Online Course**

22nd November: 6.00pm to 7.00pm [Click here to book](#)

The AIM of the course is to provide knowledge and understanding of the presenting processes.

**COURSE CONTENT:**

- Knowledge and understanding of the role of the Presenting Officer.
- An exploration of frequently asked questions.
- Sharing of best practice.

**Diocesan Inspection for Governors**

Wednesday 24th November: 5.00pm to 7.00pm [Click here to book](#)

The AIM of this course is to gain a greater knowledge and understanding of the role of governors in relation to Classroom RE and the Catholic Life of the school.

**COURSE CONTENT:**

- Examining diocesan expectations.
- The distinctive nature of Catholic education.
- Diocesan expectations in relation to Classroom RE.
- Diocesan expectations in relation to Catholic Life.
- The diocesan inspection process.

**Role of Governors in Monitoring RSE**

Tuesday 21st September: 6.00pm to 7.00pm [Click here to book](#)

The AIM is to provide guidance for Governors relating to the monitoring of RSE.

**COURSE CONTENT:**

- Provide current guidance for Governors relating to RSE.
- Provide guidance on monitoring RSE.
- Explore using the RSE audit tool to monitor RSE.

### Upcoming Courses of Interest:

Date/Time	Course	Booking Links
Thursday 25th November: 3.30pm to 5.00pm	Racial Justice, Equality and Diversity in Sacred Scripture	<a href="#">Booking Link</a>
3.45pm to 5pm	<b>Foundation Stones Online Course</b>  Session 1: The Catholic Faith Session 2: God the Father and Revelation Session 3: God the Son, Jesus Christ Session 4: The Holy Spirit, Mary and the Saints Session 5: The Church (and who's who) Session 6: The Liturgical Year, Liturgy and the Seven Sacraments Session 7: Baptism and Confirmation Session 8: Eucharist Session 9: Reconciliation and Sacrament of the Sick Session 10: Marriage and Ordination Session 11: Christian Life and prayer	<a href="#">Booking Link</a>
10th January 24th January 7th February 21st February 7th March 21st March 25 <sup>th</sup> April 6th June 13th June 27th June 4th July		

# Mental Health – Anti-Bullying Week



**Anti-Bullying Week** is coordinated in England and Wales by the Anti-Bullying Alliance and takes place from 15 to 19 November 2021 and it has the theme '**One Kind Word**'. The week will begin with Odd Socks Day which is supported by CBBC and CBeebies star Andy Day and his band Andy and the Odd Socks.

Kindness is more important today than it has ever been. The isolation of the last year has underlined how little acts of consideration can break down barriers and brighten the lives of the people around us. This is one of the reasons, that '**One Kind Word**' has been chosen as the theme of Anti-Bullying Week.

## *Resources for schools:*

Anti-bullying Alliance: [Click here](#)

Anti-bullying Week: WHAT IS IT AND WHAT DOES IT ACHIEVE? - [Click here](#)

Anti-bullying Week: 50 Ideas for schools [Click here](#)

Anti-bullying Week: Poster [Click here](#)

Anti-bullying Week: Resources for schools [Click here](#)

Anti-bullying Week: Primary School Video Link [Click here](#)

Anti-bullying Week: Secondary School Video Link [Click here](#)

Mentally Healthy Schools/ Anna Freud Centre:

Anti-bullying Toolkit: Primary Schools [Click here](#)

Anti-bullying Toolkit: Secondary Schools [Click here](#)

## **Action For Happiness**

The Action For Happiness organisation release handy well-being calendars each month – November is 'New Ways November' – find out more [here](#)

## Caritas Update

### World Day of the Poor Resources

This Sunday is the World Day of the Poor, a day instituted by Pope Francis five years ago. Raymond Friel, Director of Caritas Social Action Network (CSAN) has prepared some collective worship resources for schools with teachers notes, you are free to download and use these [here](#).

### Synodal Style Listening in your school's Social Outreach Projects

As this year's World Day of the Poor falls within the time when we are contributed to the Global Church's Synodal (Listening) Process, we are suggesting to schools which run social outreach projects, that they celebrate World Day of the Poor this year by running their own "synodal" listening exercise with those who use their service. In this way, we can include those who are often left on the margins, but who are in fact central to our Christian communities.

*How to get involved with a listening exercise for World Day of the Poor and the Synod:*

This could be as simple as inviting your project's beneficiaries to stay for a cup of tea, and gently asking them questions about their experience of the pandemic, such as:

- How have the last 20 months (of the pandemic) been for you?
- What has been your experience of 'journeying together' with *[your school's outreach project]*?
- When does this journeying bring joy?
- When have there been times of pain or sadness?

Depending on the nature of your project, you might want to create a more reflective atmosphere through music or prayer. The important thing is to listen deeply, and without judgement, and not enter into debate. There are tips on listening [in this document](#), which is part of the [Diocese's Synod Resources](#). Please send any feedback to Caritas Westminster so that we can collate, summarise and forward to the Diocesan response by adapting [this form](#) and sending to our Assistant Director, Meriel Woodward: [merielwoodward@rcdow.org.uk](mailto:merielwoodward@rcdow.org.uk)

### Advent Giving Calendar

Back due to popular demand! Our Advent Giving Calendar is an advent calendar with a difference. Each day a different item is suggested for donation to your local food bank or food project including those that are run in your own school! If your school is not already linked with a food bank, this could be the time to start giving to a project in your area – consider having a box in your reception area for people to bring their items, or advertise clearly in your newsletter where the food should be taken to.

A PDF of the advent calendar can be accessed by clicking [here](#) and can be easily included in any e-newsletter. We will also be printing and sending A3 copies of the calendar to anyone who requests them – please let us know how many copies you want for your school by Wednesday 17<sup>th</sup> November, email [cfc@rcdow.org.uk](mailto:cfc@rcdow.org.uk)



## Afghan refugee support

Support is still needed for those who have arrived from Afghanistan in recent months, particularly teaching English and finding accommodation, but also general befriending.

We have produced two leaflets which you can print out or email to staff, governors, parents and guardians, to explain the situation. One is asking for general help, with befriending, English teaching etc. The other is specifically for accommodation. Both have a space for local contact details, so that you can coordinate the responses for your area. [These leaflets can be found here.](#)

This may also be a time for you to consider if your school could get involved in **Community Sponsorship of Refugees**.

Our next **Network Meeting for those involved with Refugees and Migrants** is on **Thursday 9 December** and will focus on Community Sponsorship. All are welcome, even if your school is not yet involved in any refugee project. If you want to know more about this in the meantime, please contact Rosa at Caritas Westminster [rosalewis@rcdow.org.uk](mailto:rosalewis@rcdow.org.uk)

## Nationality and Borders Bill

We still encourage people to write to their MPs about the Nationality and Borders Bill. Do read our response to this Bill here if you haven't already. <https://www.caritaswestminster.org.uk/nationality-and-borders-bill-caritas-westminster-response-1232.php>

The Manager of Caritas Bakhita House has signed a letter prepared by the Human Trafficking Foundation, regarding the effect that this Bill will have on victims of trafficking. This letter will be publicised on the Caritas Westminster website when it is finalised.

## Volunteer Management

The first Volunteer Management Roundtable for anyone involved in managing volunteers in schools and parishes, will take place online on 16 November, 10 – 11 am. Please pass this information on to any relevant people within your school – or you might be interested in attending this event yourself.

A new, regular meeting space, the Volunteer Management Roundtable is suitable for anyone working with volunteers, whether in a paid capacity or as a volunteer. Volunteering, and with it volunteer management, has changed in many ways due to the Covid-19 pandemic. As volunteer managers (whether that is your official job title or not), you are dealing with these changes and other challenges on a daily basis. What's your challenge at the moment?

Tuesday 16 November 10-11am on Zoom. For more information and to register please email Elke at [cvs@rcdow.org.uk](mailto:cvs@rcdow.org.uk)

Please include the following message in your newsletter:

## Write to your MP regarding the Nationality and Borders Bill

Caritas Westminster and the Jesuit Refugee Service are urging Catholics to write to their MPs about the Nationality and Borders Bill. The proposals in this Bill are unfair, unjust and will not work. They also do nothing to address the root causes of forced migration and trafficking.

Find out more and how to respond here: <https://www.caritaswestminster.org.uk/nationality-and-borders-bill-caritas-westminster-response-1232.php>

## Volunteering events “Rejoice, the Lord is near!”

An advent event for volunteers in schools and parishes across the Diocese with reflection, prayer, music and socialising. 14<sup>th</sup> December 2021, 4 – 5 pm, on Zoom. Register on Eventbrite or RSVP to [cvs@rcdow.org.uk](mailto:cvs@rcdow.org.uk) Sign up on Eventbrite: [www.eventbrite.co.uk/e/rejoice-the-lord-is-near-advent-volunteer-gathering-tickets-207326277477](http://www.eventbrite.co.uk/e/rejoice-the-lord-is-near-advent-volunteer-gathering-tickets-207326277477)

## Self-Care for Volunteers

The final event of the year in this series will be on Tuesday 23<sup>rd</sup> November 1pm-2pm. Self-care refers to taking the time and energy to care for yourself, and help yourself cope with the stressors of life. It is essential that as a volunteer, you are putting the same care and love towards yourself as you would towards the programmes you serve. Sign up on Eventbrite: [www.caritaswestminster.org.uk/self-care-for-volunteers-1165.php](http://www.caritaswestminster.org.uk/self-care-for-volunteers-1165.php)

## Other Events

### The Why – “Preferential Option for the Poor”

**Monday 15<sup>th</sup> November, 2-4pm, Online**

The Why is a periodic, online invitation from Caritas Westminster to parishes, schools and projects to pause, reflect on their outreach, and discern the next steps together. The day after we keep World Day of the Poor (this year on Sunday 14<sup>th</sup> November) it's especially good to come together to reflect on how we can give radical priority to the needs and hopes of those we call "the poor".

Sign up on Eventbrite <https://www.eventbrite.co.uk/e/the-why-preferential-option-for-the-poor-tickets-189596276567>

## Diocese of Westminster Quarterly Meeting of Food Relief Projects

**Tuesday 23<sup>rd</sup> November 2021, 3pm – 4pm, Online**

An opportunity for all schools which run any kind of food provision project or would like to, to meet together and share best practice and ideas, receive training and agree main advocacy issues.

In this meeting we will be discussing **fundraising** opportunities.

Find out more and sign up on Eventbrite:

<https://www.eventbrite.co.uk/e/diocese-of-westminster-quarterly-meeting-of-food-relief-projects-tickets-202941592767>

## Financial Resilience

**Firm Foundations** is a yearlong programme designed to support churches, schools and community projects to build resilient communities, and is aimed specifically at volunteers already involved in social action, who want to do more to support their clients.

The programme will begin in January, and there is an introductory session on **Thursday 25th November 2021, 6pm-7pm, online**. Sign up on Eventbrite here <https://www.eventbrite.co.uk/e/firm-foundations-information-session-tickets-198169378947>

Find out more here <https://www.caritaswestminster.org.uk/building-firm-foundations-1239.php> or email Sr Silvana: [silvanadallanegra@rcdow.org.uk](mailto:silvanadallanegra@rcdow.org.uk)

## Diocese of Westminster Network Quarterly Meeting for all who welcome Refugees and Migrants

**Thursday 9th December 2021, 2pm - 3:30pm online**

An opportunity for all parishes and schools who seek to welcome and empower migrants and refugees, to meet together, share best practice and ideas, receive training and agree main advocacy issues.

At this meeting we will find out more about Community Sponsorship

Sign up on Eventbrite: <https://www.eventbrite.co.uk/e/time-to-step-up-and-support-the-community-sponsorship-scheme-tickets-175593002397>

# Youth Ministry Update

“

STAND UP. I APPOINT YOU AS  
WITNESSES OF WHAT YOU HAVE SEEN

(BASED ON ACTS 22:16)

”

FRIDAY 19TH NOV. // YOUTH FUNDAY

19

DAY

11

MONTH

21

YEAR

AN INTERACTIVE DAY OF VIRTUAL COMMUNITY,  
PRAYERFUL ENCOUNTER, INPUT AND ACTIVITIES FOR  
SCHOOLS AND FAMILIES ACROSS THE NATION

FROM CYMFED, FEATURING: SVP | CAFOD | HEXHAM AND NEWCASTLE YOUTH  
MINISTRY TEAM | DIOCESE OF WESTMINSTER YOUTH MINISTRY | NOTTINGHAM  
DIOCESAN CATHOLIC YOUTH SERVICE | MORE TO BE ANNOUNCED

STAND UP. I APPOINT YOU AS WITNESSES OF WHAT YOU HAVE SEEN



REGISTER YOUR GROUP AT: [WORLDYOUTHSUNDAY.COM/FUNDAY](https://worldyouthsunday.com/funday)

## FRIDAY 19TH NOV. // YOUTH FUNDAY

AN INTERACTIVE DAY OF VIRTUAL COMMUNITY, PRAYERFUL ENCOUNTER, INPUT AND  
ACTIVITIES FOR SCHOOLS AND FAMILIES ACROSS THE NATION

**08:30AM | ALL AGE**  
**WAKE AND SHAKE WITH...**

**9:00AM | ALL AGE**  
**OPENING PRAYER**

**10:00AM | PRIMARY**  
**'STAND UP!'**

**11:00AM | SECONDARY**  
**'YOU HAVE BEEN APPOINTED'**

**12:00PM | ALL AGE**  
**THE BIG NATIONAL FUNDAY PACKED LUNCH**

**1:00PM | ALL AGE**  
**'YOU ARE WITNESSES' WITH CAFOD**

**2:30PM | ALL AGE**  
**CLOSING PRAYER**

FROM CYMFED, FEATURING: SVP | CAFOD | HEXHAM AND NEWCASTLE YOUTH  
MINISTRY TEAM | DIOCESE OF WESTMINSTER YOUTH MINISTRY | NOTTINGHAM  
DIOCESAN CATHOLIC YOUTH SERVICE | MORE TO BE ANNOUNCED

STAND UP. I APPOINT YOU AS WITNESSES OF WHAT YOU HAVE SEEN

# Capital and PPP Update

## Capital

### Statlog – Statutory Compliance

#### Compliance Overview



#### Site Manager Tests

1459 / 1747 Test Assets Compliant

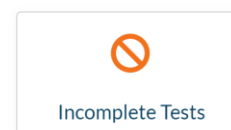
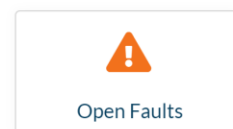
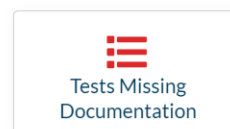
Show Non-Compliant Setup Sites ▶



#### Specialist Contractor Tests

1062 / 1421 Test Assets Compliant

Search and Report



168 out of 205 sites currently subscribed to Statlog.  
135 out of 205 sites currently setup for Site Manager Tests.  
130 out of 205 sites currently setup for Specialist Contractor Tests.

☒ Only include statistics from sites & assets that have been fully setup on Statlog Statutory Testing Modules

One school has registered as a Statlog user since the last update.

Diocesan consultants continue to engage with schools to complete the Statutory Compliance setup process. Schools that are fully setup are reporting positive engagement from their premises colleagues and improved accountability through leadership and governance.

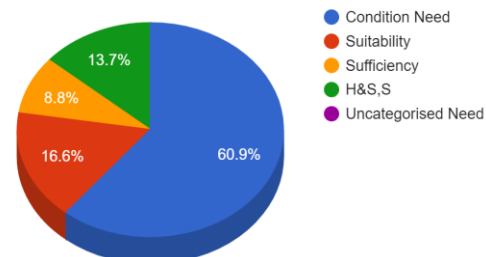
The Education Commission has requested a list of the last few Diocesan Trust School that have failed to implement the Trustees Protocol and we anticipate that the Chair of Governors at each of these schools will be contacted and asked to account for the inaction.

### Statlog – Condition Surveys

#### Capital Asset Need

Condition Need	£128,889,623.90	All
Suitability	£35,159,443.93	0/0
Sufficiency	£18,575,001.00	List
Health, Safety & Safeguarding	£29,050,819.17	List

Includes data from 140 completed surveys. 12 surveys are in progress.



Total Need: £211,674,888.00

152 surveys are complete or nearing completion. Consultants have a further 16 surveys to complete and then every licenced school will have an up to date Statlog Survey. Whilst the level of investment required in registered schools is significantly greater than previously forecast, the quality and equality of the data is helping to ensure that the highest priority needs are address first.

### *Project Manager Lite (PML)*

On 31<sup>st</sup> December 2021, any of the £1.5M of Matched Funding assigned to School that remains unused will be clawed back. Funding to projects that are currently in development will be honoured as long as the project has reached the stage where the letter of appointment has been issued to the contractor.

CAUTION: Please check that SBMs and others complete all sections of the PML process. Some colleagues have started well and then deviated from the Statlog System. The Diocese cannot make payment on projects where the prerequisite evidence is missing. The main areas of weakness appear to be:

- Quotation Return and Adjudication, and
- Invoice upload

If you need support with either of these elements (or anything else within Statlog) please contact [nigelspears@rcdow.org.uk](mailto:nigelspears@rcdow.org.uk) (07738183828) or telephone Statlog on 03331123133.

For full transparency and audit purposes, all elements of the Statlog Process must be recorded electronically. If a contractor fails to provide their quotation in the required format, their submission cannot be accepted. Please work with contractors and help them to understand our requirements.

### *Priority School Building Programme*

Project managers continue to monitor the progress of schools in this scheme.

## Pupil Placement Planning

### *Registered Pupils Return – October 2021*

It is disappointing to report that only 21 schools have provided the data required by the Trustees. At a time when numbers are falling and there is increased pressure on the Diocese to close schools, it is vital that we have access to good quality data from all Catholic Schools. If you have overlooked this submission, please send it to [nigelspears@rcdow.org.uk](mailto:nigelspears@rcdow.org.uk) by the end of this week.

Access to the Diocesan Data Sorting Tool is available via the Education Service website:



The screenshot shows the Diocese of Westminster Education Service website. The header includes the Diocese's crest and the title 'Diocese of Westminster Education Service'. A navigation bar lists various services: Home, Schools, RE & Catholic Life, Governance & Admissions, Diocesan Inspection, Academies, Capital Projects, Careers, and Events and Courses. The main content area is titled 'Pupil Placement Planning' and includes a link to contact Nigel Spears for further information. Below this, there are two columns of links. The left column contains 'Registered Pupils - Data Submission Date' with a note about the 'PPP Data Sorting Tool' and a highlighted link 'The Last working day of October'. The right column contains 'Policy and Guidance Documents' with links to 'Issued by the Diocese of Westminster' (See Diocesan Protocol (Below)) and 'Issued by the Government' (None To Date). At the bottom, there is a link to 'PPP Data Sorting Tool' with a note about its development and a highlighted link 'PPP - Data Sorting Tool'.

### *1<sup>st</sup> Planner Project*

No colleagues have secured access to the 1<sup>st</sup> Planner Project Data relating to their School/Academy

If you would like access to the data, please register for access at: [www.1stplanner.com/datarequest](http://www.1stplanner.com/datarequest). The system administrator will validate your application and create a secure link.

## Decarbonisation

### *Salix – Heat Decarbonisation Plans*

In recent days, Zeco has written to the schools shortlisted for this initiative. If you receive an email and you wish to confirm its authenticity, please email [nigelspears@rcdow.org.uk](mailto:nigelspears@rcdow.org.uk).

This process must be completed before 31<sup>st</sup> March 2022. Please advise immediately if you are unable to engage and we can draw in a school from the reserve list.

## Approved Initiatives

### *Condition Data Collection (CDC)*

The Government has commenced the latest round of its Condition Data Collection process. Schools will be contacted by surveyors appointed by the Government. This process is monitored by the Education Service, but we do not normally attend any of the engagement sessions. The surveyors are expected to contact you in advance of any proposed site visit. Please contact [nigelspears@rcdow.org.uk](mailto:nigelspears@rcdow.org.uk) if you have any questions about this process. If we receive advanced notification of a block of visits, we will publish that list in the bulletin.

### *Land and Buildings Collection Tool (LBCT)*

The LBCT 2021 is now closed. Our thanks to all of the CFO and CEO who have worked to ensure the smooth processing of all Church Land matters.

### *Insurance Validation*

The Catholic Insurance Service and Zurich have commissioned an audit and appraisal of schools insured via the CIS. The Diocesan Trustees are paying for this initiative and targeted schools will be approached by a company called Charterfields. If your school is targeted during this initiative, please supply Charterfields with the data and access they required.