

15 October 2021 (Issue 20)

**WELCOME** to the latest issue of B-Comms, for schools and academies in St Benet's MAT.

In this issue we include some fantastic good news stories from our academies; your usual operational updates, and a central calendar for training events and other notable meetings across the Trust.

Don't forget to send in any news that you want to share, to the Editor at: [suzannah.kay@stbenets.org](mailto:suzannah.kay@stbenets.org).

## Good News Stories

### New Staff Benefits!

We have two excellent new benefits we want to make you aware of. As part of our Employee Rewards and Benefits, we are delighted to announce Health Shield and our new and improved Cycle to Work Scheme – Cyclescheme. We will continue to look at the rewards and benefits we can provide to you all.

### health shield

We are delighted to announce the introduction of a new employee benefits package in the form of a health cash plan provided by **Health Shield** for all our staff members from 1 November 2021.

The benefits offered will contribute towards dental and optical costs, as well as access to their 24/7 Telephone GP service, as well as many other benefits and are also extended to include children up to age 24.

A welcome pack will be sent to you via email over the next couple of weeks from Health Shield which will have full details of this great new staff benefit. Until your pack arrives, should you wish to learn more about Health Shield please visit: [www.healthshield.co.uk](http://www.healthshield.co.uk).



**Cyclescheme** is our new and improved cycle to work scheme. This is available for all staff from now. Please visit [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk). Once on the site, click 'I'm an Employee' and you will be asked for the employer code.

**St Benet's code: 48167ac**

Full details of the scheme particulars are available from the website. You will also need to complete a form for our records which has been emailed to your school offices. Please return this to our HR Manager, Jo Leach, at: [jo.leach@donesc.org](mailto:jo.leach@donesc.org).

If you have any questions regarding how to join, please let Jo know. **Happy Biking!**

### New HR Administrator

We are delighted to welcome a new HR Administrator to the team at DoNESC. **Georgia Evans** joined the HR Team on Monday 11 October. She will be taking over responsibility for pension administration and job vacancy posting from Suzannah Kay, so staff should direct their TPS/LGPS enquiries to Georgia at [georgia.evans@donesc.org](mailto:georgia.evans@donesc.org).

Job vacancies should also be emailed to Georgia for posting on the St Benet's website. We offer Georgia a warm welcome.



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## Current Vacancies (across both St Benet's & DNEAT MATs, DoNESC and DoN)

- ◇ Cleaner (part-time)—The Harleston Federation
- ◇ Midday Supervisor—The Harleston Federation
- ◇ Teaching Assistant—Diss Primary Academy Partnership
- ◇ Administrator—DNEAT
- ◇ Teaching Assistant to Support SEND Needs—Swaffham CE Primary Academy
- ◇ Governance Administrator—DoNESC
- ◇ Management Accountant—DoNESC
- ◇ Finance Assistant—DoNESC

Please email your vacancies to [suzannah.kay@stbenets.org](mailto:suzannah.kay@stbenets.org) for uploading to both St Benet's and DNEAT websites.

## Prayer for the Day

The Church of England have an app called Time to Pray, which releases a new prayer twice a day as a short podcast for you to listen to. Today's prayer can be heard [here](#).



## Reminders

### Press & PR

Our PR Officer, Kate Morfoot, should be your first point of contact for any press/media enquiries or if you have any good news stories from your academy which you would like to publicise. Her contact details are: **07803 590 728** (inc out of hours) and [press@stbenets.org](mailto:press@stbenets.org).

### Footprints

Footprints magazine is circulated to all Diocesan schools and is a wonderful tool for communicating good work done by your academy. The latest edition can be read [here](#). Future issues will cover the following themes: Oct-prayer, Jan-pastoral care and chaplaincy, Feb-pupil voice/race and ethnicity, Apr-churches and schools working together, Jun-vulnerable groups, Sep-life in all its fullness.

If you would like your school to be featured in Footprints, please contact Holly Davy, PA to the Diocesan Director of Education, at [holly.davy@dioceseofnorwich.org](mailto:holly.davy@dioceseofnorwich.org).

### Resources

Norwich Cathedral have informed us that Riding Lights Theatre Company have a new Christmas film available online, that may be a useful resource for children who have found that lockdown makes them feel stressed and anxious.

The film, called "Fizzy Finn Finds His Feet" will be available to stream from 22 November at a cost of £2.00 per child/family. To order, please visit [www.ridinglights.org/fizzy-finn](http://www.ridinglights.org/fizzy-finn) and fill in the order form on the Fizzy Finn-Community Bookings page. Queries to: [touring@rltc.org](mailto:touring@rltc.org) or 01904 655317.

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## Resources contd

### Norwich Cathedral: Worship, Learning & Hospitality

Clare Williams, the Head of Schools and Family Learning at Norwich Cathedral, has written an article for B-Comms on what the Cathedral can offer visitors:

Norwich Cathedral offers a wealth of opportunities for visitors and volunteers alike. The Schools & Family Learning Department works with around 20,000 children and young people each year to introduce them to the Cathedral, to learn about its history and its importance for worship today.



Credit: Bill Smith

For the first 450 years Norwich Cathedral was a Benedictine monastery and the ethos of this tradition continues in Cathedral life today through three key values: worship, learning and hospitality.

Worship has been central to the Cathedral's daily life since 1096. The very walls of the Cathedral are soaked with prayer and its size speaks of the magnificence and glory of God. However, this is also a place which is big enough to contain our doubts and uncertainties; our or difficult questions. This is an incredible opportunity for children and young people to explore worship and belief and to learn more about themselves through that experience, to engage with the deep questions of meaning. See more about our programmes for primary and secondary schools at [www.cathedral.org.uk](http://www.cathedral.org.uk).

The second Benedictine value is learning. The Schools and Family Learning department are looking to encourage others to join our team. On Tuesday 1 February 2022 we will be hosting an 'open morning' to come for a coffee and find out more about volunteering with us. We hope you may want to be part of this special centre for learning.

Contact Clare Williams, Head of Schools and Family Learning at [headofschools@cathedral.org.uk](mailto:headofschools@cathedral.org.uk) for more information.

When we say 'we look forward to welcoming you to Norwich Cathedral' we really mean it. Hospitality is one of our core values. You will be welcomed through the Hostry, the site of the original monastic Hostry which is also where our classroom is situated. I hope we may be able to welcome many of you to Norwich Cathedral very soon as volunteers, visitors or with school groups – there is so much on offer!

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## Operational Updates

⇒ **FAO Headteachers, Designated Safeguarding Leads & Business Managers**

### Tackling Sexual Violence and Harassment in Schools

Following the recent Local Authority webinar on Tackling Sexual Violence and Sexual Harassment in Educational Settings, updated guidance has been produced along with a risk assessment template which can be found here: <https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/safeguarding/safeguarding-forms-and-templates>.

The guidance provides an outline of key questions to be answered along with existing supporting evidence, that will form the basis of each academy's review of their current approach to tackling sexual violence and harassment in their own setting.

The Trust require that this document is completed with your safeguarding leads and SLT and a **completed copy sent to Sharon Money**, Trust Safeguarding Lead, at [sharon.money@donesc.org](mailto:sharon.money@donesc.org) no later than **Friday 5 November 2021**. These documents will then be reviewed to highlight key areas of concern, identify existing good practice and map across the Trust where targeted support is needed and will be shared with Trustees and Board members. A guidance document has been emailed out to your Headteachers and office staff.

### New Job Application Forms

Following on from new guidance in line with Safer Recruitment, St Benet's job application forms must now include National Insurance (NI) numbers, therefore please cease using previous application forms with immediate effect.

New forms have been sent to your SBM/office staff and have also been uploaded to the Academy Log In area on the St Benet's website ([www.stbenets.org](http://www.stbenets.org)) under Personnel. If you have any queries, please contact [wendy.allsope@donesc.org](mailto:wendy.allsope@donesc.org) / 01603 881740.

### Allergen Labelling—'Natasha's Law'

New allergen labelling legislation came into force on 1 October 2021. The Food Information (Amendment) (England) Regulations 2019 No 1218 (otherwise known as "Natasha's Law") applies only to food prepared *and* packaged on site for consumption and would therefore most crucially affect your kitchen staff.

Packed lunches from home do not require allergen labelling, though of course any swapping of food, particularly for children with allergies, should be discouraged to limit potential issues in this area.

If you have external caterers for your meals, then please liaise with them concerning what measures they are taking to comply with the legislation. If you have an independent / in-house catering kitchen and staff then you will need to make sure that they obey and uphold the regulations.

For more information please see the specific guide for educational establishments at: <https://www.food.gov.uk/allergen-labelling-changes-for-prepacked-for-direct-sale-ppds-food>.

You may also find the following websites of use:

<https://hub4leaders.co.uk/learning-hub/resources/up-to-speed-on-natashas-law/up-to-speed-on-natashas-law/>

[Natasha's Law: Is your school ready? - Pebble \(mypebble.co.uk\)](https://www.mypebble.co.uk/natasha-law-is-your-school-ready/)

<https://natashas-law.com/resources/>

<https://www.gov.uk/government/news/natashas-legacy-becomes-law>; <https://www.gov.uk/food-labelling-and-packaging/food-labelling-what-you-must-show>

### Admin and Premises Network Meeting

Audience: Admin and Premises staff (this is an optional event, all are welcome)

Format: live digital via Zoom

Date: Wednesday 20 October 2021

Time: 09.15-10.50

Eventbrite sign up: <https://www.eventbrite.co.uk/e/170432030792>

Please will all delegates sign up for this event [via Eventbrite](https://www.eventbrite.co.uk/e/170432030792) by 4.00pm Monday 18 October.



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## St Benet's MAT Central Calendar

DATE	TIME	EVENT	CONTACT
22 Oct	09.00-15.00	St Benet's Trust INSET Day	Academy/School Headteacher
<b>25-29 Oct</b>		<b>Half term Holiday</b>	
04 Nov	09.00-12.00	EYFS Planning Non-fiction at Diss Infants	Kelly Stokes <a href="mailto:mrskellystokes@outlook.com">mrskellystokes@outlook.com</a>
	12.30-15.30	Y1/2 Planning Fiction at Diss Infants	Kelly Stokes <a href="mailto:mrskellystokes@outlook.com">mrskellystokes@outlook.com</a>
05 Nov	09.00-12.00	Y3/4 Teachers—Planning Non-fiction at St Mary's	Kelly Stokes <a href="mailto:mrskellystokes@outlook.com">mrskellystokes@outlook.com</a>
	12.30-15.30	Y5/6 Teachers—Planning Non-fiction at St Mary's	Kelly Stokes <a href="mailto:mrskellystokes@outlook.com">mrskellystokes@outlook.com</a>
11 Nov	10.00-14.00	PiXL Primary National Conference (digital)	
22 Nov	09.00-12.00	Maths Hub Day for Maths Leads—Embedding Mastery	Laura Richardson <a href="mailto:l.richardson@diss.stbenets.org">l.richardson@diss.stbenets.org</a>
23 Nov	09.00-16.00	English Subject Leader Update—Moderation Focus (HT to join 14.00-16.00) at Dickleburgh	Kelly Stokes <a href="mailto:mrskellystokes@outlook.com">mrskellystokes@outlook.com</a>
25 Nov	09.00	RE Audit by Chris Allen at Newton Flotman	
09 Dec	09.00	RE Audit by Chris Allen at Garboldisham	
<b>20 Dec 2021- 04 Jan 2022</b>		<b>Christmas Holiday</b>	

If you have any other events you would like added to this calendar, please email [suzannah.kay@stbenets.org](mailto:suzannah.kay@stbenets.org).

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## Focus On Our People

**The role of School Business Manager has to be one of the most varied and flexible in the schools and academies they serve. This week we talk to Sarah Hammond, SBM for Diss Primary Academy Partnership, to learn more about her career path and what brought her to this role.**

Sarah is a local girl, having been born in Wilby, just over the Norfolk/Suffolk border. She attended Wilby Primary School followed by Mills Grammar School in Framlingham.

Initially, Sarah was interested in a career in travel or languages, as she studied French, German and Italian, but her other academic strength, Mathematics, ended up leading her into a career in accountancy.

After leaving school, Sarah worked in a variety of accountancy roles, including specialising in UK taxation for a firm of accountants based in Suffolk.

When Sarah became a Mother she decided to focus on parenthood and moved to doing book-keeping from home. When some friends approached her to help them compile a quiz book for a publisher she thought this would be a one-off request, however she ended up helping to write 7 quiz books in one year—a total of 70,000 quiz questions! Some of the books she co-authored are still in publication and Sarah's name can be seen on the inside cover.

When Sarah's daughter started school she decided to become a school governor at Wilby Primary and this started a long career working in school governance. A few years later she was appointed Vice-Chair at Stradbroke High School and her interest in school governance meant that when Suffolk County Council implemented a new clerking service, Sarah became one of the new Clerks supporting Local Governing Bodies.



Eventually, Sarah was Clerk to 34 schools and her dedication to this role was recognised when one of the Federations she worked with invited her to join them at the Palace of Westminster to receive the National Governance Association's 'Outstanding Governing Body of the Year' award in 2013.

Sarah was then appointed to several IEBs, or Interim Executive Boards. She also delivered governor training in Norfolk, Suffolk and Cambridgeshire. When she was working on an IEB for two schools in Lowestoft she learned that they needed a Business Manager and this started the next phase of her career.

In 2017 Sarah heard that the Business Manager at Diss was retiring and she was asked to cover for her, which led to a permanent position.

Sarah describes working as a School Business Manager as being like, "... *part of a jigsaw; every piece needs to fit together to support the Headteacher and teaching staff so they can focus on securing the best outcomes for every child.*"

She continues, "*The ultimate aim is for the school to run smoothly so everyone achieves their very best.*"

As a Business Manager you might be balancing budgets one moment, dealing with a staffing matter and then helping a child who feels ill—no two days are the same.

Sarah is clear on the rewards of working with children though, recalling a recent highlight when a non-verbal child in the nurture centre signed "*Good morning*" to her for the first time.

Sarah loves to travel, with New Zealand being a particular favourite, and is looking forward to resuming her travels once Covid allows.