B-Comms

Diocese of Norwich
St Benet's
Multi Academy Trust

10 June 2022 (Issue 33)

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

B-Comms is our fortnightly newsletter that includes good news stories from our academies, operational updates, general information and a central calendar for training events across the Trust.

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

Good News Stories

Queen's Jubilee Celebrated at ASHS Canteen

Catering staff from Aspens at **Archbishop Sancroft High School** celebrated the Queen's Platinum Jubilee with a special food offering before half term. We have it on good authority that Rob Connelly, the Executive Headteacher, might be behind one of the masks in the middle picture!

Exam Breakfasts Provided by Local Businesses in Harleston

It's been three years since traditional exams were taken at **Archbishop Sancroft High School** and this year the Year 11's will be offered daily 'exam breakfasts' during the six-week exam period. This is being supported by local businesses donating the food, enabling the high school to provide cooked breakfasts, cereals and toast to all the children.

It has long been known that a nutritious diet can help with concentration in class. Combine this with the cost-of-living squeeze and the exam breakfasts will help students and parents during this stressful exam season.

Emma Johnson, Executive Business Manager at ASHS said: "*Offering breakfast to our students during their exams provides a unique opportunity for students to gather together, with teachers and support staff, for some last-minute revision and reassurance. It is a joy to see students and staff sharing top tips, a moment of mindfulness or a few words of encouragement while enjoying a good breakfast together, and we are very grateful to all the local businesses supporting our students*."

D A Browne & Son Butchers, Pepperell's Meats Ltd, The Tudor Bakehouse, East of England Co-op, Broken Egg and **Waveney Food Bank** are all generously supporting the project.

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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

Office Move Update

The Education Team (St Benet's, DNEAT and DoNESC) have now officially taken up residence in our new office in East Tuddenham. The postal address of the new office is: **Orchard House, Hall Lane, East Tuddenham, Norfolk NR20 3LR** but our registered address remains as Diocesan House in Easton.

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**.

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: September—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.

Vacancies

For vacancies at St Benet's MAT please visit: www.stbenets.org. Please email your vacancies to: robyn.redman@donesc.org.

For vacancies at DNEAT, DoNESC and the Diocese of Norwich please visit: www.dneat.org or www.dioceseofnorwich.org.

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Operational Updates

Sustainability Conference—Your Actions: Their Future: Your Path to Carbon Neutrality

Monday 20 June 2022 at UEA Enterprise Centre, Norwich

Hosted by DoNESC in partnership with Anglian Water on Monday 20 June 2022 from 9.45am to 3.00pm at the Enterprise Centre, UEA Research Park, Norwich, NR4 7TJ.

Bishop Graham, who leads the Church of England's Environment Programme, is joining us to open the event.

The aim of the conference, which is free to attend, is to create a vison within schools to become carbon neutral, giving autonomy to staff and for children to become 'agents for change.'

Please make sure that you have booked your free tickets by Wednesday 15th June at the latest. For further information please contact: wendy.allsop@donesc.org.

Click here to book tickets

Admin & Premises Network Meeting

The next session on Wednesday 22 June at 9.30am is now open for registration on Eventbrite, please click here to register: https://www.eventbrite.co.uk/e/259448707067.

Designated Safeguarding Leads/Key Adult Reminder

If you are a Key Adult and signed up to Anycomms for Operation Encompass, the Local Authority have asked that you keep your status updated. This is relevant if you have moved to work in another Trust academy but are still signed in as working at your original place of work.

ID Cards/Badges/Lanyards

To request staff, governor, visitor or other ID cards, card holders and lanyards please now contact: georgia.evans@donesc.org. Georgia will need:

1. The person's title (Mr/Mrs/Ms etc), the initial of their forename and their surname.
2. The person's job/post title.
3. Which academy they work at.
4. Which federation that academy is part of (if applicable).
5. A reasonable quality head and shoulders forward facing photograph of the person against as plain a background as possible. Please note that the higher the resolution of the picture the better it will look upon the card.

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Operational Updates contd

GDPR Data Protection Update

Use of Seesaw

The local authority in Reykjavik, Iceland have been fined £31k for using Seesaw software in schools without the proper lawful basis for processing and the relevant risk assessment or Data Protection Impact Assessment (DPIA) in place. Risks to processing this data include security and the transfer of data to the USA . The likelihood of being fined is minimized if you ensure that:

- the relevant DPIA has been completed
- the use of Seesaw is logged on the academy Information Asset Register (including the lawful reason for processing the data)
- that the relevant checks and security measures are in place

If you use Seesaw in your academy but have not got these checks in place or are not sure if the checks have been carried out, please contact the Trust DPO for further support and advice at: sharon.money@donesc.org.

Meter Readings

As utility costs continue to increase, the accuracy of billing and paying for only what you use is increasingly important. As a minimum, **every 3 months academies should submit actual meter readings for all electricity meters**.

- Take your meter readings regularly and make note of the MPAN associated with each meter reading (MPAN stands for Meter Point Administration Number and might also be known as electricity supply number or supply number. It is typically 13 digits in length).
- Submit your meter readings with their associated MPAN to meter.reads@indigoswan.co.uk. Please be sure to include the name of your Academy.

Indigo Swan are unable to instruct suppliers to attend your site to read the meters, however if you send meter readings to Indigo Swan as above, they will be logged on their system and sent on to the supplier(s) to apply to your invoices.

New Email Address for Exclusions

Please note that there is a new email address for you to send the supporting documentation for exclusions to. This is: **exclusions@donesc.org**.

Exclusions notifications/details themselves must now be entered via the online forms:
https://forms.office.com/Pages/ResponsePage.aspx?id=lJAzpS01kUyl14VJLqW7jVGc9cFvEsNNjvUlFUwucyxUNzMxUTBCV0FRQjFWSUpUUlM2TUgyUDlRSCQlQCN0PWcu

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Operational Updates contd

Update from the LA on Supporting Newly Arrived Refugees

Information Session - New Arrivals from Ukraine

The Norfolk LA information session on 15 June will give schools with or expecting new arrivals from Ukraine information around effective admissions and induction, use of interpretation service, EAL friendly teaching strategies/resources and also trauma-informed practice for schools. To book go to: https://s4s.norfolk.gov.uk/Event/169927

Training Session - for Schools with Refugee Children

On 22 June this will be followed up with a training session for schools with refugee children on EAL friendly teaching strategies and resources. To book go to: https://s4s.norfolk.gov.uk/Event/170036

Children from Hong Kong - Bilingual Resource

Also attached is information about 'The Welcome Magazine', which is a gift for incoming children from Hong Kong under the BN(O) visa scheme at primary school age, and a bilingual resource to help them feel welcome and learn more about British culture. It includes fun facts about life in the UK and signposts to local services and groups to further assist the child's integration. (There is also a chance to win family visit tickets to Warwick Castle by providing feedback on the magazine).

Online Safety Group

DoNESC are aiming to set up a Trustwide Online Safety Group meeting online once a term. Members of the group will have limited secure access to an Online Safety Team Channel via Teams so they can have real time conversations/questions/updates chaired by Sharon Money, Head of Operations at DoNESC.

DoNESC are looking for 2 volunteers from St Benet's to be part of this joint Trust group. The remit of the group is to provide a consultative group that has wide representation from the academy community, with responsibility for issues regarding online safety and monitoring the online safety policy including the impact of initiatives. Members of the Online Safety Group will assist with:

- Overview of the 360 degree self assessment tool (a free resource provided by the SWGfL)
- The production/review/monitoring of the Trust online safety policy/documents
- Mapping and reviewing the online safety digital literacy curricular provision – ensuring relevance, breadth and progression:
    - Monitoring network / internet / incident logs
    - Consulting stakeholders – including parents / carers and the students / pupils about the online safety provision
    - Monitoring improvement actions identified

If this is something you are interested in then please email Sharon Money at sharon.money@donesc.org.

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Training/CPD Calendar

DATE	TIME	EVENT/LOCATION	CONTACT
13 June	09.00-12.00	Master in Action—Y1 & 2 Teachers **Location: Diss Junior Academy**	Laura Richardson l.richardson@diss.stbenets.org
14 June	09.00-12.00	Mastery in Action—Y3 & 4 Teachers **Location: Diss Junior Academy**	Laura Richardson l.richardson@diss.stbenets.org
15 June	09.00-12.00	Mastery in Action—Y5 & 6 Teachers **Location: Diss Junior Academy**	Laura Richardson l.richardson@diss.stbenets.org
20 June	09.00-12.00	The Role of a TA in a Mastery Classroom—KS1 TA's from Newton Flotman, Diss, Scole, Alburgh with Denton, Harleston, Tacolneston and Morley **Location: Newton Flotman Primary Academy**	Laura Richardson l.richardson@diss.stbenets.org
20 June	13.00-16.00	The Role of a TA in a Mastery Classroom—KS2 TA's from Newton Flotman, Diss, Scole, Alburgh with Denton, Harleston, St Mary's, Tacolneston and Morley **Location: Newton Flotman Primary Academy**	Laura Richardson l.richardson@diss.stbenets.org
23 June	09.00-16.00	Subject Leader Update—Focus: Moderation (HT to join 14.00-16.00). **Location: ASHS TBC**	Kelly Stokes kelly.stokes@stbenets.org
01 July	09.00-12.00	Maths Hub Day for Maths Leads—Embedding Mastery **Location: TBC**	Laura Richardson l.richardson@diss.stbenets.org

We are delighted to support the forthcoming **SACRE RE Conference on 8 July 2022**. This will be held at the Enterprise Centre, UEA and includes free parking, lunch and refreshments.

The conference has been carefully constructed to meet the needs of Norfolk RE Leads, Senior Leaders and Governors. It includes a range of practical workshops with 'take away' resources and ideas from leading specialists and teachers in RE as well as a key-note contribution from Lat Blaylock, editor of RE Today. There will be an exhibitors area with lots of free resources and a goody bag too!

The full programme of workshops and contributors can be viewed when using the booking link here: https://s4s.norfolk.gov.uk/Article/99507

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Spotlight on You

This week B-Comms focuses on the DoNESC Management Accountants who support St Benet's schools. The team consists of Emma Aspinall, Jo Wadey, Mercy Machaya and the newest member who joined on 30 May 2022, Robin Doe.

Emma Aspinall

Emma was born in Harlow, Essex and lived there until the age of 5 when her family moved to Chelmsford. As a child Emma envisaged herself becoming a Vet as she loved animals, but a rather discouraging high school teacher advised her that she would struggle with the A Levels she wanted to take so she changed tack and studied for a BTech in Travel & Tourism instead.

As part of her studies Emma undertook work experience in a gym and wellness centre and really enjoyed it. This led to her studying for a Level 3 in Holistic Beauty Therapy and working at Clarice House spa in Colchester.

A complete career change beckoned when Emma's family moved to Derbyshire and she found work as a Cashier for the NatWest bank, where she worked for 3 years. During this time she enrolled for an evening course in Level 2 AAT (Association of Accounting Technicians). Her first role in accountancy was for a national care home provider.

Her family then moved back South and Emma found work at Robinsons Motor Group in Ipswich as an Accounts Assistant, which is also where she met her now husband. Emma moved through the company, including working at Robinsons Mercedes in Norwich as Assistant Accountant. Emma enjoyed working in the motor trade and had a supportive manager who allowed her to continue her accountancy studies.

As the automotive industry changed, Emma decided to leave and joined Norfolk County Council, working in budgeting and accounting for travel and transport until 2018, when she joined DoNESC.

In 2020 Emma and her husband welcomed their first child, a son called Max. The family, which includes beloved dog Sasha, enjoys dog walks, beach visits and any activities involving animals.

Emma supports St Mary's Junior Academy and the Tacolneston & Morley Federation.

Emma can be reached on emma.aspinall@donesc.org.

Jo Wadey

Jo was born and grew up in North London. At school she already had an interest in numbers so studied A Level Maths and Languages.

After A Levels her first job was working for a Local Authority in their Finance Department supporting local schools. Jo was there for 12 years, studying Accountancy part-time.

Jo took a career break when her children were young before deciding to move to Norfolk to enjoy a better quality of life. The family enjoyed the change in surroundings, being near the coast and enjoying the use of a beach hut in Old Hunstanton.

After deciding to return to work, Jo got a job in a secondary school as Finance Officer and was there for 10 years. The school then joined Eastern Multi Academy Trust and Jo moved to work for the Trust as Finance Manager. She stayed for 5 years before joining DoNESC.

When not working, Jo enjoys the cinema, music events, walking around the Sandringham Estate and supporting Tottenham Hotspur FC. Her children are now grown-up, with one at University and one working locally.

Jo supports the Harleston Federation and Alburgh with Denton Primary Academy.

Jo can be reached on jo.wadey@donesc.org.

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Spotlight on You contd

Mercy Machaya

Mercy was born in Zimbabwe and moved to the UK at 15. She had been attending boarding school in Zimbabwe, which she loved, but finished her GCSEs in Norfolk.

After leaving school she went to City College Norwich to study textiles with a view to working in the fashion industry. Mercy also wanted some accounting knowledge to help her run a business and Maths and Accounts had always been her best subjects at school.

Mercy moved to Cambridge when she got married and worked for the Vindis Group in Cambridge as an Accounts Assistant. Mercy worked at Vindis for 6 years and started studying for her AAT part-time whilst there. She is now studying for her ACAA (Association of Chartered Certified Accountants) qualifications.

Mercy moved back to Norfolk in September 2019 around the time that she had twin girls, and joined DoNESC just as the Covid pandemic was starting to impact everyone's lives.

She enjoys management accountancy as it helps her apply everything she's been studying. Mercy says she feels very supported within the Diocese, particularly with 3 young children.

With a 6 year old and twin 3 year olds there is not much free time in Mercy's life but she still enjoys crafting, working with textiles and baking with her children.

She hopes to have finished her ACCA qualification by the time her twins are in school.

Mercy supports the Beacon Federation (Dickleburgh and Garboldisham Primaries) and Newton Flotman Primary.

Mercy can be reached on mercy.machaya@donesc.org.

Robin Doe

Robin was born in Norwich and grew up in Great Hockham, attending what is now Wayland Academy. He was always good at Maths and after GCSE's went on to study for a BTech in Business and Finance at NORCAT in King's Lynn. He also started studying for the AAT qualification at NORCAT, completing his final year at City College Norwich.

Robin's first job was at Norwich Union/Aviva, based in the Investment Team. After moving through a number of other jobs over the years he started working for JLL (a professional services company specialising in property services and investment management) as a Senior Client Accountant. However, he wanted to return to Management Accountancy so when the role came up at DoNESC he was keen to apply.

In his free time Robin plays pool for Rocklands All Saints village team, and also plays cricket locally. He enjoys visiting the Norfolk coast and has recently become a grandparent.

Robin wants to bring his prior experience in the public and private sectors to this role, and is looking forward to building relationships with the schools that he works with. Robin has always been interested in education so is pleased to now be working in an educational setting.

Robin supports Diss Primary Academy Partnership (Diss Junior and Diss Infant & Nursery).

Robin can be reached on robin.doe@donesc.org.

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Diocese of Norwich Celebration Service—18 September 2022

All St Benet's employees, Governors, Trustees and volunteers are warmly invited to attend the **Diocese of Norwich Celebration Service at Norwich Cathedral** on Sunday 18 September 2022 at 6.00pm.

To book your place please visit: **www.DofN.org/CelebrationService**

Transformed by Christ:
Prayerful, Pastoral, Prophetic

THE CHURCH OF ENGLAND
Diocese of Norwich

You're invited to a special service
celebrating our work with
children and young people

The Dean & Chapter warmly invite you to a Celebration Service conducted by The Bishop of Norwich, the Rt Revd Graham Usher
Sunday 18 September 2022, 6pm, Norwich Cathedral

The event is for all those supporting children and young people across schools and churches including headteachers, school staff members, governors, trustees, youth & children's workers, school chaplains, volunteers and clergy. Join with us as we are commissioned and pray for the new academic year and all it holds.

Light refreshments will be served from 5pm in the Bishop's House Garden by kind permission of the Bishop of Norwich and Mrs Rachel Usher.

Book now, visit: **www.DofN.org/CelebrationService**