

Message from Patrick Leeson

E-bulletin 17th September 2014

RE: New NC Assessment and Headteacher Meeting Dates

Dear Colleagues,

As you know KCC has been working with a number of schools to develop a new approach to assessing pupil attainment and progress, without levels, for the new National Curriculum Programmes of Study.

This approach has been discussed with subject leaders during training for the new National Curriculum and in meetings with Headteachers. Further training is planned for the autumn and the Senior Improvement Advisers will be discussing this further with Headteachers in the District meetings starting this month.

We have set out the new approach in a short booklet, **attached, Six Steps to Success for Assessing and Tracking Pupils' Progress**. This has links to all the available curriculum planning materials and assessment tools available on KELS.I.

The new National Curriculum Programmes of Study are designed to raise expectations and improve pupil outcomes. The government has made it clear that future assessment of pupil performance will set a higher bar, with the aim that 85% of pupils will, over time, achieve the new expected standard by the end of Primary school. The new floor standard will be based on the progress made by pupils from Reception to the end of Year 6. A school will fall below the floor standard if pupils make less than expected progress and fewer than 85% of them achieve the new expected standard. In order to achieve such a shift in expectation, some schools will need to do things differently. Planning and assessment will take on a new look, as the majority of the class learn and progress together at 'broadly the same pace' to ensure no child is left behind.

We have designed 6 steps to help schools to track pupils' progress within year groups and over time. The booklet links to materials on KLZ where further in-depth guidance can be found.

Against each of the steps in the booklet, a page number is given which will help to cross reference to the document **Approaches to the Introduction of the New Primary Curriculum 2014 for Kent Schools: Introductory Guidance July 2014 - Part One**. Linked guidance can be found on the Literacy Toolkit and Mathematics Toolkit on KLZ: http://www.kelsi.org.uk/curriculum_and_pupil_learning/curriculum.aspx

The approach is based on assessing pupils' progress and attainment of specific performance descriptors, linked to the programme of study for each year group in English, Maths and Science, in relation to Emerging, Expected or Exceeding outcomes. An electronic tool has been developed, using SIMS Assessment Manager and a points system, to track individual pupils' and groups' progress over time.

During the autumn further guidance is expected from the DfE. In the meantime schools are advised to use this as a transition year to the new system and Ofsted expects schools to retain all previous assessment data and records as the new system becomes established.

For further information please contact **Jayne.True@kent.gov.uk**, Senior Improvement Adviser – Curriculum, Teaching and Learning or your area Senior Improvement Adviser.

Headteacher Autumn Meeting Dates

The dates for the autumn term Headteacher meetings are as follows:

Monday 13 October: 13:30 -16:30, Ramada Jarvis Hotel, Hollingbourne, Nr Maidstone

Friday 17 October: 13:30 – 16:30, Ashford International Hotel, Ashford

At these meetings we will review the 2014 school results and the issues they raise, the priorities for the coming year across education and children's services, the next developments for school collaborations and funding including local KAH priorities, the roll out of new Early Help and Preventative Services, and future options for the buy back of school services from KCC. I hope you will be able to attend.

To book a place at a Headteacher meeting please email: **eypsupportteam@kent.gov.uk**

Patrick Leeson
Corporate Director
Education and Young People's Services

Local Government Pension Scheme Annual Benefits Illustrations (ABIs)

The LGPS ABIs will be distributed during September 2014 however, this year there will be no projection of benefits to age 65.

For member's of the Local Government Pension Scheme at 31 March 2014 ABIs will be despatched, during September, to the member's home address.

Just for this year the Pension Section is unable to forecast future pension benefits. This is because on 1 April 2014 the Local Government Pension Scheme (LGPS) changed from a final salary scheme to a career average scheme.

It would be incorrect to forecast benefits based on final salary benefits and it will not be until next year that we will know the career average pay in order that we can forecast these benefits going forward.

Please ensure that members of your staff who are in the LGPS are made aware of this.

Please also note that you will not be able to request an estimate for a member of your staff unless their intended retirement date is within the next 6 months.

More information:

For more information about the LGPS and a copy of the latest Pensions Bulletin please logon to the **Kent Pension Fund website**

Contact details:

RewardProjects@kent.gov.uk

Finance Information Groups

The next Finance Information Groups are:

Monday 20 October - University Of Kent Canterbury-Darwin

Tuesday 21 October - The Royal Wells ,Tunbridge Wells

Wednesday 22 October - Ebbsfleet Academy, Swanscombe

Thursday 23 October - The Weald of Kent Conference Centre, Headcorn

Friday 24 October - The Towers Enterprise Centre, Ashford

More information:

Please **see our KELSI pages** for more information and how to book.

Contact details:

Schools Financial Services

Telephone: **03000 415 415**

Email: **schoolsfinancialservices@kent.gov.uk**

Changes to Teachers' Pension Scheme 2015

Teacher's Pensions have created a series of 8 factsheets about the changes

Teachers' Pensions have created a series of 8 factsheets, with more to follow, about the changes to the Teachers' Pension Scheme (TPS). The first two will help you understand the changes to the Scheme and the importance of knowing the difference between member types. There are also more specific factsheets outlining some of the areas that are changing, including: Salary link and overtime; IllHealth arrangements; Pensioner members, Retirement options, Bereavement and flexibilities.

The factsheets are simple to download and **can be accessed from the TP website**.

Please take time to review these and share them with your colleagues and those affected by the changes.

Teachers' Pensions have produced a number of resources for members of the Teachers' Pension Scheme.

Teachers' Pensions have produced a range of information and tools for members of the Teachers' Pension Scheme to help them reach their retirement goals.

There are also posters that can be downloaded for you to help inform your staff of the changes.

More information:

Find out more by visiting the TP Website

Contact details:

Email: tpu@kent.gov.uk

Make sure you get your pupil premium

Every child in year two or below can now get free school meals. However, you will need to make sure parents know they still need to apply for free school meals (FSM) to qualify for the pupil premium.

Children who take up the new offer will get a meal regardless, and those who are disadvantaged will still be entitled to the grant – but you won't receive it if parents don't tell you they are eligible.

Get in touch with parents/carers of pupils in year two or below

You are relying on the goodwill of parents and carers. So, in any communications with them we suggest focusing on how parents registering will benefit school funds and therefore your ability to improve school services in other areas.

How parents/carers can register

Go to kent.gov.uk/freeschoolmeals and complete the online registration form.

Alternatively, run off **copies of the form** and ask parents to complete and return to you. You will then need to input these forms online at kent.gov.uk/freeschoolmeals

Kent County Council will communicate with parents via the kent.gov.uk website, highlighting, where possible, the importance of registering for free school meals.

More information about Free Infant School Meals

Links to previous eBulletin articles:

- [15th July 2014](#)
- [1st July 2014](#)
- [20th May 2014](#)
- [18th March 2014](#)

Links to other relevant documents:

1. [Letter Minister of State for Schools Securing PP Money](#)
2. [Model registration form for FSM and PP](#)
3. [Guidance – FSM back office System](#)

Contact details:

FSM Eligibility Team telephone numbers:

Sue Williams - 03000 410963

Caroline Mitchell - 03000 410861

Sue Tutte - 03000 410940

General team telephone number - 03000 415123

FSM eligibility questions email box: freeschoolmeals@kent.gov.uk

General queries:

Ian Hamilton (School Budgets and PVI Manager)

Email: ian.hamilton@kent.gov.uk

Telephone: 01622 694973

CIEH Awards in Food Safety and Catering

CIEH Level 1 Award in Food Safety Awareness in Catering

Food business operators must ensure that employees are trained in food hygiene matters in order to guarantee safe food to customers. This qualification is ideal for anyone working with low-risk or wrapped foods such as in a breakfast club. Learning outcomes include - understanding the basic requirements of food safety and hygiene and identifying key food safety issues.

Date: 22 September 2014

Start time: 09:30

Finish time: 13:00

Venue: Riverside Community Centre, Gravesend, DA12 2JY

Cost: £90 per person

To book:

Please **visit Kent CPD Online** and enter course code 14/583

CIEH Level 3 Award in Supervisory Food Safety in Catering

This qualification is designed for people working in food businesses at a supervisory level. It is vital you are equipped with both the knowledge and confidence to work effectively. Learning outcomes include - understanding food safety procedures, understanding the terminology with respect to supervising food safety and understanding the role that temperature has to play in the control of food safety.

Date: 29 September 2014 (kindly note there are six sessions).

Start time: 14:00

Finish time: 17:00

Venue: Chartham Primary School, Chartham, CT4 7QN Cost: £475 per person

To book:

Please **go to Kent CPD Online** and enter course code 14/004

Contact details:

Telephone: **03000 416050**

Email: **clientservices.training@kent.gov.uk**

For further information please contact **jenny.wood@kent.gov.uk**

New Teaching Resources for Armed Forces Learning

A resource for key stages 1 to 4 has been launched to educate children about the work of the UK armed forces

The new initiative aims to inform and educate both schoolchildren and teachers about the work of the British armed forces.

The resource, hosted from its own website, covers students from the ages of 5 to 16 and is designed to be used as part of teaching in English, history and citizenship lessons.

Click here for access to the resource

The project, launched by Number 10 and supported by the Ministry of Defence, explores key questions that students might have about the armed forces. These range from why we have the armed forces, their history and their work in the present day, to firsthand accounts of what it is like to work in the Royal Navy, British Army and Royal Air Force.

A diverse range of people have contributed to bringing the learning resource to life. Imam Asim Hafiz, Islamic religious advisor to the armed forces, drew on his experience of 'building bridges across communities and working to bring peace' whilst serving in Afghanistan.

Historian Dan Snow wrote the introduction to 'The Armed Forces in our History' section, focusing on the wars that have 'shaped our world'.

Just about every perspective from the armed forces has been represented in some way, from reservists and cadets to veterans and generals. Divided into 6 sections, and complete with a range of teaching ideas for younger and older students, the teaching pack is an immersive resource containing interactive links, video and audio.

Contact details:

Sean Carter

Strategic Projects and Partnerships Manager Team Name Standards and School Improvement

Telephone: 01622 694987

Email: sean.carter@kent.gov.uk

Universal Infant Free School Meals (UIFSM) Kent

Guidance Note

In order to help schools account for UIFSM's Schools Financial Services has provided a guidance note that has been uploaded to KELS.I.

The guidance note can be used in conjunction with the UIFSM Estimator.

Find the guidance notes and UIFSM estimator here.

Contact details:

Schools Financial Services

Telephone: 03000 415 415

Email: schoolsfinancialservices@kent.gov.uk

Upcoming workshops and training events at Ifield School

Lego Therapy Workshop

In this practical two part workshop, delegates will gain an understanding of the theory and practicalities behind the use of LEGO kits with children who have communication and interaction difficulties, as well as guidance and feedback on setting up and running LEGO groups in school

Date: 21 Oct 2014

Start time: 09.30

Finish time: 12:30

Venue: Ifield School, Smile Centre, Cedar Avenue, Gravesend, Kent, DA12 5JT

Cost: £40 per delegate

See attached flyer for further information

Speech & Language in Early Years Workshop

This half day workshop will focus on children's speech and language development in the Early Years

Date: 17 Oct 2014

Start time: 09:30

Finish time: 12:00

Venue: Ifield School, Smile Centre, Cedar Avenue, Gravesend, Kent, DA12 5JT

Cost: £15 per delegate

See the attached flyer for further information

Paediatric First Aid Workshop

This two day (15 & 22 Oct) Paediatric First Aid Workshop is in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) and meets the requirements of Ofsted. It is suitable for Childminders, Nursery and school staff (dealing with Foundation Stage) and anybody who deals with children and wants a more indepth course.

Dates: 15 & 22 Oct 2014

Start time: 09:30

Finish time: 16:30

Venue: Ifield School, Smile Centre, Gravesend, Kent, DA12 5JT

Cost: £110 per delegate

Attached is a flyer for further information

M.A.D 4 Behaviour Primary Teaching Assistants

This workshop is a one day training event in which course attendees will be given an overview of general behaviour strategies which are ready to use and make a difference in Primary school classrooms and playgrounds immediately.

Date: 07 Oct 2014

Start time: 09:30

Finish time: 15:15

Venue: Ifield School, Smile Centre, Cedar Avenue, Gravesend, Kent, DA12 5JT

Cost: £45 per delegate

The attached flyer has further information

M.A.D 4 Behaviour Primary Teachers

This workshop is a one day training event in which course attendees will be given an overview of general behaviour strategies which are ready to use and make a difference in Primary school classrooms and playgrounds immediately.

Date: 08 Oct 2014

Start time: 09:30

Finish time: 15:15

Venue: Ifield School, Smile Centre, Cedar Avenue, Gravesend, Kent, DA12 5JT

Cost: £45 per delegate

Further information

Statutory Compliance: Asbestos & Water Hygiene Training Sessions October 2014

To ensure that all schools are familiar with the Statutory Requirements and KCC's Policy and Procedures in relation to Asbestos and Water Hygiene, Property and Infrastructure support are running a day of statutory compliance training starting with Asbestos in the morning, and Water Hygiene in the afternoon.

The following sessions have been arranged free of charge.

The dates / venues are as follows:

West Kent Gravesend AEC, Darnley Rd, Gravesend DA11 0RX

Asbestos

20th October 2014

10.00am – 12:30pm

Water Hygiene

20th October 2014

2pm - 4.30pm

Mid Kent – Lecture Theatre Sessions House, Maidstone ME14 1XQE

Asbestos

24th October 2014

10.00am – 12:30pm

Water Hygiene

24th October 2014

2pm - 4.30pm

East Kent – Sittingbourne AEC, College Rd, Sittingbourne, ME10 1LF

Asbestos

21st October 2014

10.00am – 12:30pm

Water Hygiene

21st October 2014

2pm - 4.30pm

Asbestos training will cover the following issues:

- Asbestos facts and health effects
- Asbestos regulations (CAR 2012)
- KCC policy and procedures
- Management survey process
- Removal process
- Emergency / Responsive situations
- Key points and case studies

Water Hygiene will cover the following points:

- What is Legionella?
- Legislation (ACOP L8 and HASAW Act 1974)
- Case Studies
- Roles and Responsibilities
- Risk Assessment Survey Process
- Training Procedures
- Water Sampling
- Escalation Procedure

Statutory Compliance: Asbestos & Water Hygiene Training Sessions October 2014

More details:

Places are limited to 40 persons per session, and more sessions will be arranged for a later date and you will be notified in due course.

Please note that no refreshments will be provided, however, you are able to purchase food at all venues.

There is no charge for this training, however, non attendance or late cancellations, may be charged to your team's budget.

The outline of the relevant sessions is to make everyone aware of their obligations under the current legislation and will explain how these will be met.

Print a copy of this information here

Book a place:

To book a place on any of the training dates being offered please email asbestos.enquiries@kent.gov.uk detailing any special requirements you may have.

Innovation and Assessing Pupil Progress – The new primary science curriculum

The Step Outside Science 2014 Conference day for Kent & Medway Key Stages 1 and 2 teachers at The RSPB Reserve Dungeness on Wednesday 22nd October 2014 will this year focus on new ideas for practical work, in and outside the classroom, and assessing pupils progress.

Leading both these sessions in the morning will be Andrew Berry, author of the New Kent Scheme of Work for Primary.

Date: 22 Oct 2014

Start time: 09:15

Finish time: 16:00

Venue: RSPB Dungeness Nature Reserve, Boulderwell Farm, Dungeness Road, TN29 9PN

Cost: £95 per delegate

More information:

Download a brochure

How to book:

To attend please complete and return this completed **booking form** to: **heather.chantler@rspb.org.uk** or post it to Heather Chantler, RSPB Lifelong Learning Education Officer, Step Outside Science Conference, Boulderwell Farm, Dungeness Road, TN29 9PN

Deadline for booking forms – **Friday 17th October 2014.**

Take part in the KELSI e-bulletin online survey - Reminder

Help us to improve by taking part in our online survey

We are carrying out an online survey to get feedback on the KELSI e-bulletin. The information gathered in this survey will help us determine how to improve it.

The survey aims to understand how schools, settings and other learning and skills professionals in Kent use the ebulletin, and to gain insight into how content, format and layout can be improved.

The questionnaire should only take a few minutes of your time, so please help us to improve by taking part.

How to take part in the survey:

- **Access the online survey form [here](#)**

DfE Consulting on Admissions Code Changes

The DfE is currently consulting on a number of changes to the Admissions Code

While schools were on Summer holiday, the Department for Education started consulting on changes to the Admissions Code.

It is a limited consultation focussing on the following areas:

- Allowing all state funded schools to give priority in their oversubscription criteria to Pupil premium and Service premium children (this is currently limited to Academies)
- Allowing Primary and Infant schools to give priority in their oversubscription criteria to Early Years Pupil premium, Pupil premium and Service premium children that have attended a nursery that is a part of the school
- A number of changes to the admissions timetable for consultation and determination of admission arrangements
- Clarifications to the process for deferring entry of summer born children
- Minor technical drafting changes to clarify ambiguous details in the current Code

Schools will have until 29 September 2014. **Details can be found here.**

If schools have any questions on the implications of these changes, they should be emailed to **craig.chapman@kent.gov.uk**

Contact details:

Craig Chapman, Scheme Coordination and Process Development Manager

Telephone: **01622 696789**

Email: **craig.chapman@kent.gov.uk**

Strike Action announced for Tuesday 14 October 2014

GMB, UNISON and Unite have announced that they will be taking industrial action in the form of a one day strike on Tuesday 14 October, in relation to the national pay agreement for those on NJC terms & conditions ('green book').

You may have already been informed by individuals of their intention to take strike action, but please note that staff proposing to take strike action should be informed that as they will be in breach of contract they will have salary deducted on the basis of:

- **1/5th of a week's pay for every day of industrial action or an hour's pay for each hour of industrial action (support staff).**

You will need to notify your Payroll provider so that salary deductions can be made as soon as possible after the industrial action and also inform your Area Education Officer, by email, of the numbers of staff taking industrial action.

If you buy KCC Schools Personnel services you will receive information from them as to how to inform them of employees taking industrial action who are in the pension scheme.

It is not anticipated that this action will have significant impact on Kent schools as the majority of support staff are on Kent Scheme Terms and Conditions and will not therefore be taking action.

Resources and Guidance:

Please find below links to the following on KELS:

- **A model letter for staff** you may wish to adapt and send to them
- **Management/Head teacher letter**
- **FAQs** for staff considering or taking action
- **DfE guidance** on handling industrial action in schools.

If you have any queries please contact your HR or Personnel/Payroll provider.

Area Education Officer Contacts:

North Kent Area: Richard Dalziel **Richard.dalziel@kent.gov.uk**

West Kent Area: Jared Nehra **Jared.nehra@kent.gov.uk**

South Kent: David Adams **David.adams@kent.gov.uk**

East Kent: Marisa White **Marisa.white@kent.gov.uk**

How to prevent being the next headline information security breach

Read this Information Security Guidance to ensure you are looking after personal information appropriately

Principle 7 of the Data Protection Act 1998, refers to appropriate security measures being in place to protect unauthorised or illegal processing of personal information.

The attached guidance has been produced to assist you with schools compliance.

Michelle Hunt, Governance Specialist

Telephone: 01622 696692

Email: michelle.hunt@kent.gov.uk

New Version of the Information Management Toolkit for Schools

This is to replace version 1 dated July 2012 and includes the Record Retention Policy

Please note that the Record Retention Policy for Schools is now included **within this document** please see page 12.

Contact details:

Michelle Hunt, Information Governance Specialist
Telephone: 01622 696692
Email: michelle.hunt@kent.gov.uk

School Food Standards – Drinking Milk

You will be aware that new standards for school food become mandatory on 1st January 2015. Inclusion of drinking milk is one of the key changes.

Lower fat milk and lactose reduced milk must be available for drinking at least once a day during school hours.

The portion sizes are:

- Primary 4-10 year olds = 150-200mls
- Secondary 11-18 year olds = 200-250mls

The standards apply in all maintained schools, new academies and free schools.

If your school meals catering contractor is not providing drinking milk every day at lunch time, then the school must make other arrangement for it to be offered. This could be at breakfast time, midmorning break, tuck shop etc.

Many Kent schools already engage with a supplier such as 'Coolmilk' who offer an adminfriendly milk scheme. They will provide free milk for children under the age of five, subsidised milk for all other children in primary education and a free fridge.

More information

Further information is available at www.schoolfoodplan.com or contact client.service@kent.gov.uk

Contact details:

Janet Stein
Client Services Manager
Telephone: 0300 041 6050
Email: janet.stein@kent.gov.uk

Art Competition for Kent's Young Artists - Reminder

Closing date for submissions 26th September

The John Downton Awards for Young Artists have been running since 2000 to recognise the achievements of the young artists of Kent. This year's exhibition will take place in County Hall, Maidstone, from 29 October to 26 November, with an awards ceremony on 13th November, 6 – 8pm. A selection of the works will be taken from Maidstone to be shown at Turner Contemporary from 02 December – 04 January.

Further details and a full brief can be found [here](#).

Contact details:

Arts & Culture Service

Telephone: **01622 696464**

Email: **johndowntonawards@kent.gov.uk**