

## Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 28<sup>th</sup> February 2020

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*This document is available upon request in larger print sizes, Braille and other languages. Please use the contact details above for further information.*

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Below are some of the documents uploaded to Somerset iPost this week that may be required by, or of interest to, schools.

Document ID numbers are no longer included in this update. The 'Title' is hyperlinked to the News item/document. If the link does not work, try the following alternatives:

- Download the [PDF version](#) of the Weekly Update and click on the title link from there.
- Search for keywords in the title.
- Right-click on the link > Copy Shortcut > paste into your browser bar > Go.

If the document does not download, click [here](#) for advice.

If you still have difficulties accessing the document please follow up with the 'contact' for that item.

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**Title:** ['Quality Education through a connected and extended curriculum' Conference](#)

**Audience:** Public

**Summary:** The all-day event will take place at Dillington House, Ilminster on **Thursday 26 March 2020** and will include **15 workshops** led by our support services and event partners, as well as presentations from keynote speakers such as **Jimmy Rotheram, Richard Dunne and Roy Leighton**. There is also chance to browse a wide range of exhibition stands and opportunities to network with colleagues from across Somerset and beyond. Limited spaces available, so book now to avoid disappointment.

**Contact:** [SSE@somerset.gov.uk](mailto:SSE@somerset.gov.uk) or 0300 123 7365

**Access:** **SSE website (you will need to login to book)**

**Title:** [Reminder to all schools - GDPR](#)

**Audience:** All Schools

**Summary:** There is an issue where pupil's full names are being used by schools in calendar invites when schools send requests. THIS IS NOT GDPR COMPLIANT.

Staff are advised to not include full names in their calendar but initials only.

**Contact:** [InformationGovernance@somerset.gov.uk](mailto:InformationGovernance@somerset.gov.uk)

**Title:** [KS1 and 2 Moderation Update](#) and [Local Agreement – Feb 2020](#)

**Audience:** All Primary Schools and Academies

**Summary:** An update for Headteacher regarding SCC Moderation and the Local Agreement. Please send signed copies of the Local Agreement to the contact below.

**Contact:** Eilidh McCulloch ([emcculloch@somerset.gov.uk](mailto:emcculloch@somerset.gov.uk))

**Access:** Public

**Title:** [Somerset Music are taking orders for music provision 2020/21 academic year](#)

**Audience:** All Schools

**Summary:** Somerset Music are once again pleased to be delivering the First Access Scheme (Whole Class Ensemble Tuition - WCET) and Progression on behalf of Sound Foundation Somerset (The DFE funded Music Hub for Somerset). You can now make orders for music provision on the SSE website.

**Contact:** [somersetmusic@somerset.gov.uk](mailto:somersetmusic@somerset.gov.uk) or 0300 123 7364

**Access:** Public

**Title:** [Annual Inclusion Audit and AIM meetings](#)

**Audience:** All Schools

**Summary:** Attached within the All Schools Bulletin email is information about the Somerset Inclusion Audit and the support available to schools who participate. If you have any queries please contact Emily Walters, Head of the Virtual School and Learning Support Team on [ewalters@somerset.gov.uk](mailto:ewalters@somerset.gov.uk). The document can also be found on IPost [here](#).

**Contact:** [ewalters@somerset.gov.uk](mailto:ewalters@somerset.gov.uk)

**Access:** Public

**Title:** [Consultation on the future funding of Pupil Referral Units and Outreach Services](#)

**Audience:** All Schools

**Summary:** A consultation on the future funding of Pupil Referral Units and Outreach Services has been published. This impacts on all schools and responses are welcomed. The consultation closes on Monday 2<sup>nd</sup> March 2020 at 5pm. The response form can be accessed via a link in the slide pack.

**Contact:** [cypfinance@somerset.gov.uk](mailto:cypfinance@somerset.gov.uk)

**Access:** Public

**Title:** [Launch of 2020 Health and Wellbeing Pupil Survey](#)

**Audience:** All Schools

**Summary:** Somerset County Council is about to launch the new 2020 Somerset Children and Young People Survey (SCYPS) and we are keen to encourage as many schools and colleges to take part. The survey goes 'live' from 16<sup>th</sup> March to 22<sup>nd</sup> May 2020. So sign up now!

**Contact:** [schoolsurvey@somerset.gov.uk](mailto:schoolsurvey@somerset.gov.uk) or 07976 699951

**Access:** Public

**Title:** [SCC communication to schools survey](#)

**Audience:** All Schools

**Summary:** To find out how SCC can improve communication with schools and how schools receive information from various services across SCC, please see attached survey. You may have already received the survey about how you access information including the weekly all schools bulletin. We would like to hear your comments and feedback regarding the communication you receive through SCC.

**Contact:** [SSE@somerset.gov.uk](mailto:SSE@somerset.gov.uk) or 0300 123 7365

**Access:** Public

**Title:** [Refuse and Recycling Service – Important Update](#)

**Audience:** All Schools

**Summary:** This is an important update on your Refuse and Recycling Service. As you will know, your current package was for 7 months and will end on 31 March as we have a new contractor from 1 April 2020.

**Contact:** [KBudge@somerset.gov.uk](mailto:KBudge@somerset.gov.uk) or 01823 356640

**Access:** SSE Website

**Title:** [Educational Psychology – Early Bird Window Now Open](#)

**Audience:** All Schools

**Summary:** The Early Bird Window for purchasing 2020/21 Educational Psychology time is now open. Please ask your EP for more information or please login to the SSE website.

**Contact:** [InclusionSENSupportservices@somerset.gov.uk](mailto:InclusionSENSupportservices@somerset.gov.uk) or 01823 357000

**Access:** Public

**Title:** [COVID-19 – half-term](#)

**Audience:** All Schools

**Summary:** With staff, children and young people returning to educational settings after half-term, please remember the latest travel advice for anyone who has travelled to mainland China or another of the identified Asian countries listed below.

**Contact:** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

**Access:** Public

**Title:** [Update from the Children and Families Scrutiny Committee Task and Finish Group](#)

**Audience:** All Schools

**Summary:** The Council's Children and Families Scrutiny committee agreed last November to set up a Task & Finish Group to examine the reasons, drivers and impact of school exclusions on children, young people and their families, including those who may have special educational needs and disabilities, in Somerset.

**Contact:** [inclusion@somerset.gov.uk](mailto:inclusion@somerset.gov.uk)

**Access:** Public

**Title:** [SIMS Circular 002/2020 Using an XLS \(Excel\) file from Admissions to communicate with Parents/Carers using Mail Merge](#)

**Audience:** All schools, academies and PRUs

**Summary:** SIMS Guidance for schools to create a mail merged letter in Word to parents of the September 2020 intake

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for "002 2020".

**Contact:** SIMS Support Helpline (01823) 355090 or email [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)

**Access:** SSE Website (Restricted to SIMS Subscribers)

**Title:** [SIMS Circular 003/2020 Exporting CTFs for pupils transferring in 2020](#)

**Audience:** All schools, academies and PRUs

**Summary:** SIMS Guidance to schools to export student data in SIMS to destination schools for pupils transferring in 2020

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for "003 2020".

**Contact:** SIMS Support Helpline (01823) 355090 or email [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)

**Access:** SSE Website (Restricted to SIMS Subscribers)

**Title:** [SIMS Circular 004/2020 Importing CTFs for pupils transferring in 2020](#)

**Audience:** All schools, academies and PRUs

**Summary:** SIMS Guidance to schools to import student data in SIMS for pupils transferring in 2020 (including guidance to create the September 2020 Intake Group)

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for "**004 2020**".

**Contact:** SIMS Support Helpline (01823) 355090 or email [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)

**Access: SSE Website (Restricted to SIMS Subscribers)**

**Title:** [SIMS Circular 005/2020 Admissions Procedures in SIMS](#)

**Audience:** All schools, academies and PRUs

**Summary:** SIMS Guidance for schools to outline the process where pupil/student data is provided to Somerset schools

This document can be found within the **Admissions** Section. Alternatively use Ctrl + F and search for "**005 2020**".

**Contact:** SIMS Support Helpline (01823) 355090 or email [ICTHelpdesk@educ.somerset.gov.uk](mailto:ICTHelpdesk@educ.somerset.gov.uk)

**Access: SSE Website (Restricted to SIMS Subscribers)**

### **Blue sheet and Teaching Vacancies**

The Blue sheets and Teaching bulletin are distributed on a Friday each week. The deadlines for these bulletins are – Monday at 12 noon for the Blue sheets and Thursday at 11am for the Teaching bulletin. Adverts received after these times will not be included in that week's bulletin. The Somerset Teaching Vacancy and Blue Sheet Vacancy Bulletins can now be found on the SSE website, please see [here](#).