

Weekly Update to Schools - Essential Statutory and Other Useful Documents for Schools – 25th June 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.

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.

Title: [Ordering Window 2020/21 on the SSE Website](#)

Audience: All Schools

Summary: This is reminder that the deadline to complete your order on the SSE Website and receive an Early Bird discount (where applicable) is the **3rd July 2020**. Orders placed after this date will not be subject to any discounts.

Contact: SSE@somerset.gov.uk or 0300 123 7365

Access: **SSE website**

Title: [SIMS Importing the Second CTF - Transfer Process](#)

Audience: Junior, Middle, Secondary and Upper Schools

Summary: SIMS Guidance for schools to import the second *partial* CTF from feeder schools for pupils transferring in September 2020. This document can be found within the **Admissions** Section.

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

Access: **SSE website (Restricted to SIMS subscribers)**

Title: [SIMS Exporting the Second CTF - Transfer Process](#)

Audience: Infant, First, Junior, Primary and Middle Schools

Summary: SIMS Guidance to schools to export the second *partial* CTF to destination schools for pupils transferring in 2020. This document can be found within the **Admissions** Section.

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

Access: **SSE website (Restricted to SIMS subscribers)**

Title: [Refunds by Schools - Guidance](#)

Audience: All Schools

Summary: As more school trips are being cancelled there is a need to refund parents for income already collected. Please follow the instructions in the attached guidance for enquiring and processing refunds to parents. For more information, please click [here](#).

Contact: Steve Rose at sjrose@somerset.gov.uk

Access: **SSE website**

Title: [Pay Seats on school transport vehicles for 2020/21 academic year](#)

Audience: All Schools

Summary: In anticipation of ongoing social distancing requirements, the decision has been taken to suspend the offer of Pay Seats on school transport vehicles for the 2020/21 academic year. This will enable any additional capacity on vehicles, usually absorbed by Pay Seats, to be used to socially distance children with a statutory entitlement to school transport.

Contact: SSE@somerset.gov.uk

Access: **Public**

Title: [Latest news for the Somerset Outdoor Curriculum](#)

Audience: All Schools

Summary: This is a reminder that the theme for next week will be **'Nature doesn't do Lockdown'** and the curriculum has been put together by Avon Wildlife Trust in conjunction with other SSE partners. Unfortunately due to staff sickness, we have had to postpone the training, which was originally to be hosted on the 25th June, to **THURSDAY 2ND of JULY**. We sincerely apologise if this has caused any inconvenience. We will continue to share resources for week 5 and hope you can understand our position.

Contact: SSE@somerset.gov.uk

Access: **SSE website**

Title: [Somerset School Staff Weekly Wellbeing Group](#)

Audience: All Schools

Summary: LIFEbeat is offering a weekly school staff wellbeing group session for School Professionals on Zoom at 4pm every Monday. The session is open to all Somerset school staff and will be safe and confidential.

Contact: Lucy Sicks at lucy@lifebeat.co.uk

Access: SSE website

Title: [SSE's COVID-19 guidance and documents page](#)

Audience: All Schools

Summary: To view all the current COVID-19 guidance and documents for educational settings from Somerset County Council in one place, please visit the SSE website.

Contact: SSE@somerset.gov.uk

Access: SSE website

Title: [SWEET 2020 Online Conference](#)

Audience: All Schools

Summary: Due to the continued uncertainty surrounding the ongoing COVID-19 crisis, we have made the decision to cancel the SWEET 2020 Conference at Dillington House. We had previously re-scheduled the event from earlier in the year to the 10th September in the hope that the conference might have been possible. However, not all is lost as we have decided for the first time to host the SWEET conference Online. There will be live presentations and Q&A's available during the sessions so that you can interact with the experts; Workshops and an exhibitor platform will be available offering you product information with access to the companies' hardware experts.

Contact: ICTHelpdesk@somerset.gov.uk

Access: SSE website

Title: [Diving Deep in Computing: Somerset Education Technology Conference 2020](#)

Audience: All Schools

Summary: Somerset's SSE Educational Technology team 'Diving Deep in Computing' conference will now be taking place on Wednesday 25th November at Dillington House in Ilminster. The day considers why computing is a key part of the education we plan for our learners; and how we can plan and monitor an effective curriculum.

Contact: elimAdmin@somerset.gov.uk

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

Title: [Somerset Transgender Inclusivity Guidance](#)

Audience: All Schools

Summary: The Somerset Transgender Inclusivity Guidance, coproduced by 2BU and the Somerset Educational Psychology Service, was issued to schools in 2018 has been widely welcomed and appreciated. There has however been a legal challenge to similar guidance issued by Oxfordshire County Council which is being supported by the Safe Schools Alliance.

Contact: InclusionSENSupportservices@somerset.gov.uk

Access: SSE website

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](#).