Charter.

Better futures for children & young people.

HEADTEACHERS' NOTICEBOARD AND TASK LIST

Full half-term list

1. Diverse Leaders Network Evening: the third instalment of this increasingly popular annual event, hosted in partnership with Leathersellers' Hall, is taking place on Tuesday 10 November, 5-8pm.

   ACTION

   - Please share these details within your schools – print out the flyer and add it to your internal and external newsletters – and if you're able to attend yourself, sign up here: https://forms.gle/EiCozHhSkHtbSRqK9,

2. London South Learning Partnership: the CPD booklet will be circulated with this noticeboard; again, please distribute this and make sure you book yourself in for the sessions that interest you.

   ACTION

   - As above, please share this with your internal and external school communities

3. Headteacher Network: as above. The flyer will be shared with you and added to the Headteachers' Hub on Your Charter.

   ACTION

   - Please attend as many of the webinars as possible

4. Impact Leaders programme: Appraisal season is the perfect opportunity to signpost staff towards CPD programmes so please encourage them to look at Impact Leaders. Add it to your internal newsletters.

   ACTION

   - Here's the link: Impact Leaders Programme with London South Learning partnership.

5. New Starters Induction Booklets: those new colleagues who attended the induction day on 10th September should now have completed/nearly completed their induction booklet. It is blue and it is called *Starting Strong*. The person's line manager should have done this with them.

ACTION

- Please can you ensure that these are finished, particularly pages 21-26, as we will shortly be asking the employee for confirmation that these have been completed.

6. **Staff Safe: training.** Lucy is researching training provision for how to use Staff Safe now that we are getting the SCRs up and running - please bear with us whilst we try to sort this out. In the meantime, there are online training videos for this which you can start with: https://raptor.my.site.com/CPOMS/s/cpoms-staffsafe-video-library-

   ACTION:

   - Where you are able to, please make time for this training – the full CPOMS StaffSafe video is 37mins long but most of the others are between 7mins to 44seconds in length.

7. **TEP surveys:** Autumn Census opens on Monday 9 November. Before then, there are five things which need doing, listed below: -

   ACTION

   a) **Share the Census and Onboarding Session dates with your school leaders**
      Make sure headteachers share the Autumn Census dates with SLT, that it's in their calendars and that they have planned time for employees and pupils to complete their question sets.

   b) **Refresh the Central Team directory**
      You may have new employees to add to the Central Team page. You can add these using the bulk upload in the directory. Upload a full, current staff list, and tick *deactivate records not in this upload* to remove any employees who have left.

   c) **Check school directories**
      School leaders should check that employee information is up to date, including departments, roles and email addresses. We've pulled through your new employees and pupils, so there may be unassigned employees to sort into departments. Directories should be refreshed before the census window opens. Encourage school leaders to visit the resources section of the platform for step-by-step video tutorials or watch our showcase here.

   d) **Brief your teams**
      Whether this is your first or tenth census window, briefing employees and pupils before the window opens is one of the most effective ways to hit 85% response rates. The platform's briefing materials are ready to use, direct your school leaders to the Resources section.

   e) **Plan the logistics for pupils**

For schools collecting pupil responses, planning is key. Encourage school leaders to schedule time across the full three weeks of the census window, particularly in larger schools, and to consider how pupil codes or emails will be distributed.

8. **Schools' Workload and Wellbeing Charters:** we need to share whichever of these are ready with the unions at the next JCNC on 19 November.
   ACTION
   - Please share any final versions of your W&W Charters with Cassie and Sophy.