From the Director
Local Authority Headteacher briefings: March 2018
School Admissions: Arrangements for the offer of Year 7 places on 1 March 2018

SAFEGUARDING/RESILIENCE
Reviewing inappropriate pictures from the internet
Pupils who pose a risk to other pupils
Safeguarding Innovation Fund

FINANCE
Financial end of year procedures 2017/18
2018–19 Budget Code Amendments
2018/19 Section 251 School Budget Notification
REMINDER: EYSFF Spring Term 2018 Data

Careers Strategy: Briefing for Head Teachers/Principals
Parental Engagement in Post 16
STEM Ambassadors Programme
Link2ICT School Newsletter

TRAINING COURSES / EVENTS
Free of charge introduction to the Sustainable Schools Programme: 1 March 2018
Services for Education training courses/events
Raising attainment in primary science: 8 March 2018
Bordesley Green Girls’ School Teaching and Learning Conference: 2 March 2018
Training at Anderton Park Primary School
Link2ICT training courses
Dear Colleagues,

First, Happy New Year to our Chinese colleagues, students and families. We are entering the Year of the Dog. 新年快乐. And I hope that you indulged yourselves on Shrove Tuesday with lots of pancakes (some yummy, appetising pics on Twitter) in preparation for Ash Wednesday marking the start of Lent.

On Friday we held our conference Connecting Globally, Acting Locally, Leading Compassionately which was unashamedly about moral purpose, vision, authentic learning and a reminder of why we came into the job. And a reminder that everything we do to build Birmingham’s citizens of the future is underpinned by attachment theory. So we had a riotous celebration of all that is good about education in the city with keynote presentations from Mick Waters and Maurice Coles, plus brilliant cameos from the chairs of our schools fora and lots more. From here, we will regroup to lay down that vision of those citizens of the future built on products ‘Made in Birmingham’ and do more of the same. A few of my introductory slides are attached here to give you a flavour. Big thanks to those who worked so hard to make the day a success and the email below is typical of many we have received since.

I wanted to extend our thanks to you for the amazing day last Friday and to request lots more along the same lines! I think we all need reminding that we are not exam factories and that we are dealing with highly complex human beings who need every jot of support and direction we can give them. There was so much to think about and a lot of the stories we heard will remain with me. I shall probably spend a long time lecturing Heads who weren’t there - thank you again for reminding me why I should be so proud to be part of the Birmingham story.

Best wishes, Armine Head Teacher St Benedict’s Infant School

The Headteacher briefings are coming up fast after half-term. Booking is open and we have lots of heads signed up already. We will certainly continue the theme Connecting Globally, Acting Locally, Leading Compassionately plus updates on direction of travel for 18/19 and what’s hot (and not) from the Assistant Directors.

A reminder of two important events in the school calendar. The end of the financial year is approaching and you will find guidance from Anil Nayyar and Finance colleagues below. And it is Secondary School Place offer day on Thursday 1 March. There’s information from Alan Michell below.

Out and about last week included two compelling and inspiring visits to neighbouring special schools Dame Ellen Pinsent and Uffculme. Dame Ellen specialises in cognition difficulties and it was a pleasure to share lunch with pupils as they proudly showed their iPad project work. Uffculme specialises in ASD and has expanded into secondary provision in the last few years. Fabulous tours of both primary and secondary sites led by students who really know their school. This week, so far, has included an early morning meeting with the Handsworth Association of Schools at their Welford HQ to talk about BCC education priorities and how collaborations of schools can take the sting out of the real term budget reductions. Can’t really start the day better than over coffee and a bacon and egg butty.

Have a great and well-deserved half-term break

YNWA

Colin

@anfieldexile
Local Authority Headteacher Briefings: March 2018

As Colin mentioned above, the next Headteacher briefings will be taking place after half-term. Please book a place using the links below. Colin Diamond and Assistant Directors will be presenting at the sessions to provide you with an update of key issues from BCC. There will also be an opportunity for you to ask questions and raise concerns.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>BOOKING LINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 8 March 2018</td>
<td>3pm – 5pm</td>
<td>The Pavilion, Moor Lane B6 7AA</td>
<td><a href="https://ht-briefing-08-03-18.eventbrite.co.uk">https://ht-briefing-08-03-18.eventbrite.co.uk</a></td>
</tr>
<tr>
<td>Tuesday 13 March 2018</td>
<td>8am – 10am</td>
<td>Foyle Studio, mac Cannon Hill Park B12 9QH</td>
<td><a href="https://ht-briefing-13-03-18.eventbrite.co.uk">https://ht-briefing-13-03-18.eventbrite.co.uk</a></td>
</tr>
</tbody>
</table>

CONTACT: Laura Hendry  
EMAIL: education@birmingham.gov.uk

Admissions update: Offer of secondary places on 1 March

Attached at the end of this Noticeboard is an information sheet that will be emailed to Year 6 parents who applied online for their child’s secondary school place. This will be emailed out during the half-term break and sets out the process for the offer of secondary school places on Thursday 1 March and the next steps. The information sheet will also be available on the School Admissions website [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions) after half-term and will be promoted on the Council’s social media accounts in the days leading up to offer day.

School Admissions will generate waiting lists on 23 March 2018. These waiting lists will be sent to the schools who manage their own waiting lists on 26 March 2018. Waiting list information will not be available before that date. This is to allow families time to accept or refuse the offers made by the deadline of 16 March and schools to write to those who have not responded to their offers. As all waiting lists will be available from the same date, the system will be less confusing for families. The information sheet being sent out next week states clearly that waiting list positions will not be available until 26 March.

Please pass on the above advice to any families who ask about the process for secondary school offers. Thanks in advance for your help and support at this time.

CONTACT: Alan Michell, Interim Operational Manager, School Admissions  
TEL: 0121 303 2268  
EMAIL: alan.michell@birmingham.gov.uk
Reviewing inappropriate pictures from the internet

Schools are increasingly finding themselves in the position of managing situations where a pupil reports sexualized images of themselves have been posted online and the school is attempting to manage the incident (those identified as ‘experimental’ by UKCCIS – see flow chart)

I would like to make you aware of the YOTI app which has been verified as legitimate by the National Crime Agency and reviewed by Link2ICT.

Childline and the Internet Watch Foundation have come together to provide a service where children can request the removal of sexual images of themselves which have been shared online. As part of that process the child would be asked to provide a link to where the image is stored online, rather than send the image itself.

The child is also required to verify their identity and age and this is done through the YOTI app. YOTI will not store images of the child’s ID following the verification process.

Below are a couple of online resources which contain details regarding this service:

- **NSPCC** - There is a section which covers what you can do if you’ve lost control of a sexual image and refers to the YOTI app. [https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting](https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting)

- **Childline** – This is the portal where you can report images and videos for take down and again refers to using the app to verify age. [https://contentreporting.childline.org.uk](https://contentreporting.childline.org.uk)

CONTACT: Jon Needham, School Safeguarding Adviser
EMAIL: Jon.J.Needham@birmingham.gov.uk

Pupils who pose a risk to other pupils

Earlier this week, an email was sent to all Headteachers with advice regarding pupils who pose a risk to other pupils. If you did not receive this email or would like further advice, please contact Jon Needham.

CONTACT: Jon Needham, School Safeguarding Adviser
EMAIL: Jon.J.Needham@birmingham.gov.uk

Safeguarding Innovation Fund

Following the successful launch of the Safeguarding Innovation Awards last year I am pleased to announce the 2018 award categories. If you are looking at a project within your school that impacts on safeguarding, on-line safety, preparation for the social media world, violence against women and girls, sexting prevention or CSE then please consider applying to the safeguarding innovation fund run by the Education Safeguarding Team.

The bid needs to describe the safeguarding project (max 200 words) and the intended impact within the school (max 200 words). At present there are at least 12 awards across the city.
• Six awards – aimed at secondary, all through and large size independent school provision worth £600 each
• Six awards – aimed at primary, nursery or medium size independent school worth £400 each

This innovation money should not be used to fund a statutory safeguarding function and can only be used to take forward the function of safeguarding practice within your setting. Applications that include a strong pupil voice will be reviewed favourably.

The application form can be found at the end of this Noticeboard, and will also be published the school safeguarding webpage.

Submissions must be received by 29 March 2018 and emailed directly to SSI@birmingham.gov.uk with Innovation Fund in the email header. Applications can only be accepted from settings that subscribe to the DSL briefings run by the Education Safeguarding Team.

CONTACT: Jon Needham, School Safeguarding Adviser
EMAIL: SSI@birmingham.gov.uk

Financial end of year procedures 2017/18

At the end of each financial year, the Chief Finance Officer has the responsibility for preparing the annual accounts for the City Council. The link below is to the document that summarises the key actions to be taken by schools and changes to the financial procedures for this financial year.

https://www.birmingham.gov.uk/info/20124/working_in_schools/788/budgets_for_schools_in_birmingham/5

• Non Chequebook schools

Schools should ensure that the list and brief guidance are brought to the attention of all staff and financial providers involved in the budget setting and budget monitoring process as soon as possible.

• Schools operating the full Chequebook scheme

Schools on the Chequebook scheme are required to complete and submit a reconciled end of year Workbook by 5 April 2018 (all cheque book schools have already provided the LA with written assurance that this deadline will be met).

Schools should ensure that the list and brief guidance are brought to the attention of all staff and financial providers involved in the budget setting and budget monitoring process ASAP.

• Reconciliation of petty cash accounts

Schools are required to complete and submit a reconciled end of year petty cash return as at 28 February 2018 by 16 March 2018.

WEB LINK
https://www.birmingham.gov.uk/info/20124/working_in_schools/788/budgets_for_schools_in_birmingham/5

CONTACT: Anil Nayyar, Head of Finance – Education
EMAIL: anil.nayyar@birmingham.gov.uk
2018-19 Budget Code Amendments

In accordance with Corporate Financial Accounting regulations and audit requirements, all LA maintained schools are required to set up a list of subjective codes for the financial year 2018/19 in order to correctly record and report all internal transactions that have taken place between schools and the City Council.

The link below is to the document containing:
- Subjective codes to be set up
- Code description
- Relevant CFR codes
- Explanation of Code Use

Schools should ensure that the list and brief guidance are brought to the attention of all staff and financial providers involved in the budget setting and budget monitoring process as soon as possible.

WEB LINK
https://www.birmingham.gov.uk/info/20124/working_in_schools/788/budgets_for_schools_in_birmingham/8

CONTACT: Anil Nayyar, Head of Finance – Education
EMAIL: anil.nayyar@birmingham.gov.uk

2018/19 Section 251 School Budget Notification

Birmingham City Council plans to publish the individual 2018/19 primary and secondary school budget shares, relating to reception - year 11 provision, including detailed explanatory notes on the 26th February 2018. This is the earliest date budgets can be released given we are still awaiting formal DFE approval and BCC cabinet approval.

Published alongside this notification is the 2018/19 School Budget Briefing document, which MUST be read in support of the notification and will provide schools with important budget information. The document also includes insurance arrangements and charges for 2018/19 and a copyright license factsheet.

Funding allocations for other delegated budgets (Early Years, Special, Resource Base, Post 16) will be published before 31 March 2018.

All notifications may be accessed from the following link when available:
https://www.birmingham.gov.uk/info/20124/working_in_schools/788/budgets_for_schools_in_birmingham/3

All budget queries should be sent by email to: fairfunding@birmingham.gov.uk
REMINDER: EYSFF Spring Term 2018 Data

In order to calculate Actual Allocations for the Spring Term 2018 and determine funding allocations for the Early Years Pupil Premium the LA needs to collect data from schools based on the January 2018 Census. Schools are requested to complete a data collection template in order to supply this data for the Spring Term. Any failure to supply this data may have a detrimental impact upon a school’s funding. Retrospective allocations will not take place between financial years.

Additionally to the Autumn term - please note that the Free School Meals take up numbers are requested in this form.

There are currently 88+ settings that either haven’t supplied a Spring 18 nil return or did not supply any data of the number of 3 & 4 year old eligible for Early Years Pupil Premium, during the Autumn term. This is the last opportunity for schools to rectify this, and supply the January term’s data collection return. Please ensure that this data is supplied and verified. The final deadline for completion is 23 February 2018 and again without the data the LA will not be in a position to accurately determine a school’s funding.

Schools may access the return from the link below: https://www.birmingham.gov.uk/downloads/download/1497/early_years_single_funding_formula_data_collection_schedules_201718

CONTACT: Justin Pinkney, Finance
EMAIL: fairfunding@birmingham.gov.uk
TEL: 0121 675 9302

Careers Strategy: Briefing for Head Teachers/Principals

In December, the government launched the new Careers Strategy promising to ‘make the most of everyone’s skills and talents’ by getting schools and colleges to deliver ‘world class careers provision’. Subsequent statutory guidance outlining the new requirements for schools and proposals for new developments has also been published.

The Careers & Enterprise Company - a key delivery partner of the new strategy - is hosting a briefing event for Headteachers/ Principals to help secondary schools/ colleges with implementation.

DATE: Thursday 15th March
TIME: 8.30am – 10.30am
VENU: Aston University Engineering Academy, 1 Lister Street B7 4AG

To confirm your attendance to this workshop please sign up via this link https://www.eventbrite.co.uk/e/implementing-the-careers-strategy-careers-and-enterprise-company-briefing-tickets-42873391468

Expectations of the strategy:

From January 2018
- All young people must have access to providers of both academic and technical education and training to help to inform their progression published in a policy statement
• Schools must evaluate current provision against 8 Gatsby benchmarks for good careers
• Schools will appoint a Careers Leader to implement the above

September 2018
• Activity with primary schools will be piloted.

By 2020
Young people will have a meaningful encounter with an employer each year they are in secondary school including at least one STEM encounter

Full details of the Strategy:

Guidance:

Compass Toolkit
http://www.careersandenterprise.co.uk/schools-colleges/about-compass

CONTACT: Julie Stirrup
EMAIL: education@careersandenterprise.co.uk or BhamEAN@bep.education

Parental Engagement in Post 16

The Post 16 Forum in Birmingham is looking for members to join a new sub-group to look at parental engagement in Post 16 education and training. The purpose is to capture, develop and disseminate good practice around effective parental engagement to help raise aspirations, improve attainment, attendance and behaviour.

There is an expectation of colleges and Post 16 providers that young people should develop their independence, managing themselves and their learning in order to prepare them for adulthood. However, many young people struggle with the transition and demands of Post 16 education and some providers say they struggle to engage parents in their young person’s learning.

This group will look at reviewing and sharing good practice, disseminating guidance for parents and Post 16 providers. It will be chaired by Elly Tobin, Principal of Joseph Chamberlain College and this is an open invitation to all stakeholders in Birmingham with a keen interest in parental engagement to join. This could include education professionals, parents and young people’s representatives.

Meetings will take place during the day at the college. We will hold no-more than three meetings before July 2018. To express an interest in joining the group, please contact the 14-19 team using the contact details below.

EMAIL: 14-19@birmingham.gov.uk
TEL: 0121 675 0157
STEM Ambassadors Programme

STEM Ambassadors are volunteers from a wide range of science, technology; engineering and mathematics (STEM) related jobs. They help bring a new and inspiring perspective to STEM lessons. Through a range of activities, including presentations, mentoring and careers talks, STEM Ambassadors play an essential role in inspiring the next generation with the world of STEM subjects and careers. There are over 2,300 STEM Ambassadors across the West Midlands that can to support your school. To find out more visit [www.stem.org.uk](http://www.stem.org.uk) or get in touch with The West Midlands STEM Ambassador Hub [ambassadors@worc.ac.uk](mailto:ambassadors@worc.ac.uk).

**EMAIL:** 14-19@birmingham.gov.uk  
**TEL:** 0121 675 0157

---

Link2ICT School Newsletter

Here is your latest issue of the Link2ICT School Newsletter – [www.link2ict.org/schoolnews](http://www.link2ict.org/schoolnews).

In this edition, we celebrate our success as a BETT Awards 2018 winner, introduce Spell Blast! - a fantastic free resource for BGfL 365, bring you the latest blog post from Bren, our Senior Education Consultant plus our blog now includes the addition of regular online safety contributions from Safeguarding Manager, Andy Pyper, highlight our new Events page on the Link2ICT website, invite you to submit applications for the 2018 "Innovation in Schools Award", introduce our new monthly training digest, offer amazing virtual reality experiences with ClassVR, TheSchoolBus addresses the importance of staff wellbeing, and much more, not forgetting those all-important dates for your diary.

We hope you find this newsletter of interest. If you do, pass it on to your colleagues in school. Our aim is to keep you up to date with new developments and to help you get the most from the services we provide.

**WEB LINK:** [http://www.link2ict.org/schoolnews](http://www.link2ict.org/schoolnews)  
**CONTACT:** Link2ICT  
**EMAIL:** info@link2ict.org  
**TEL:** 0121 303 5100

---

Free of charge introduction to the Sustainable Schools Programme: 1 March 2018

This session will include an outline of the complete programme including meeting the people involved that will support your schools’ development as sustainable schools. You will also have the opportunity to opt in to a scheme to have energy measures installed that can save you 30% plus off of your energy bill at no additional cost to your school.

Your school will also receive teacher’s classroom resources and homework books for every year five pupil. You will also be briefed on other all free of charge optional CPD training opportunities on the following subjects:

- Energy and Water Management
- Waste Management and Recycling
• Clean Air, Sustainable Transport and Road Safety-and how to access your YAT funding
• Forest Schools Training

To book onto the Introduction session of this training course please contact Lorraine Cookson using the contact details below.

Course Date: Thursday 1 March 2018
Time: 9.30am - 12.30pm
Venue: 1 Lancaster Circus, Queensway Birmingham B4 7DJ

CONTACT: Lorraine S. Cookson
EMAIL: lorraine.s.cookson@birmingham.gov.uk
TEL: 0121 303 5449 or 07766 925284

Services for Education training courses/events

Free launch of resource to support the mental and emotional health of children

‘Myg and Me’ has been written specifically to support children in developing the skills of healthy self-regulation in order to help them to access learning. There are many reasons why children may become anxious, at school or at home, and part of creating an emotionally safe environment is helping them to manage anxiety and to self-regulate in a healthy way.

What better way to start this than to introduce children to what is happening in their bodies and why. This understanding can enhance their self-regulation skills by explaining why they are feeling the way they do – that it is ok, that it is natural, normal and in most cases, can be managed.

Help the children in your setting to be a ‘Child in Charge’; introduce them to their Myg and a host of self-calming strategies for them to use.

The resource consists of a book for children, lesson/session plans and copiable activity sheets and is suitable for children aged 7 – 12; for whole classes, smaller groups and individual children.

This resource is the third in a series supporting the safeguarding and wellbeing of children and follows on from the success of ‘Something Has Happened’ and ‘Ruby Rafa and Riz. Feel Think and Do’.

This event is free and includes a 10% discount on any orders or purchases made on the day.

Date: Friday 9 March 2018
Time: 8.30am – 10am
Venue: 3 Holt Court, Holt Street, Birmingham B7 4AX

Bookable Link: https://servicesforeducation.co.uk/index.php/component/com_advancedopenportal/id,646c3bd0-1f35-8edc-775b-5a7ad0daddf8/view,showevent/
Commando Joe’s: A showcase of character education

Services for Education are delighted to be partnering with Commando Joe’s to help bring their highly successful and effective programme to Birmingham primary schools. Commando Joe’s was formed in 2009 and since then has worked with over 1000 schools across the country aiming to build the resilience of pupils through programmes of life skills and character education.

To enable more schools to benefit from the CJ approaches, a school-led package has been introduced providing a toolkit to support and promote SMSC, British values, health and wellbeing, teamwork and leadership, PSHE and even holiday clubs.

This free event is a showcase of the work undertaken by a current Commando Joe’s user school and provides the opportunity to see the programme in practice and find out if CJ is right for your school.

What’s involved in the event:
• Hear from the Commando Joe’s team.
• Observe a session in action.
• See some of the impacts of the programme.
• Q&A with Commando Joe’s management.

Date: Wednesday 14 March
Time: 9:30am-11:15am
Address: Slade Primary School, 158 Slade Road, Birmingham, B23 7PX

For more information or to book your place please email dank@commandojoes.co.uk

Paediatric First Aid

This two day course delivered by the Red Cross covers the first aid skills for responding to accidents and how to deal with certain medical conditions in children and babies.

Venue: 3 Holt Court, Holt Street, Birmingham B7 4AX
Dates: Monday 5 and Tuesday 6 March 2018
Time: 9am – 4pm
Charge: £115

Booking link: https://servicesforeducation.co.uk/index.php/component/com_advancedopenportal/id,1dadbf7b-f102-b7a0-2c2e-5a32376a34fd/view,showevent/
Raising attainment in primary science: 8 March 2018

Where there has been a drop in attainment in science it is important to identify and evaluate possible causes and consider strategies for making good lessons outstanding. During this course you will make use of self-evaluation strategies to develop an understanding of the key issues relating to the raising of attainment in your school.

Outcomes
You will be able to:

- develop an understanding of key issues relating to raising attainment
- become familiar with a range of activities to use in the classroom to support raising attainment
- appreciate how to create a learning environment that meets children’s needs

To apply, please follow the [web link](http://bit.ly/2E2Snpr) or email our Science Partnership-Sciencepartnership@bishopchalloner.bham.sch.uk

Original booking fee- £175, but use our 50% off discount code: NSLN1718FFT2 to book for only £87.50

Bordesley Green Girls’ School Teaching and Learning Conference: 2 March 2018

Bordesley Green Girls’ School are holding its annual teaching and learning conference on 2 March 2018. Join us to see how Geography, Science and Business Studies are taught through French resulting in raising achievement at KS3. We are also very pleased to showcase the principles of Maths mastery in the classroom and how this raises achievement. You will also be given the opportunity to see how students are being prepared for the new challenging exams through the implementation of innovative literacy techniques in collaboration with Aston University.

Find out from exam boards top tips for the delivery of the new specification in a wide range of subjects at KS4 and KS5. We have been able to attract lead professionals from well know exam boards to update us of key changes to the new specification.

There are many workshops available for support staff, teaching staff, pastoral staff and send experts. Please see the [flyer attached at the end of this Noticeboard](#) and the Bordesley Green Girls’ School website for further details about this event. We look for forward to seeing you there.

CONTACT: Mr Dean Carson
EMAIL: dcarson@bordgrng.bham.sch.uk
BOOKING LINK: [http://www.bggs18.eventbrite.co.uk/](http://www.bggs18.eventbrite.co.uk/)
Safeguarding and Child Protection (Catch up) Training: ‘Think the unthinkable’ & Gender Equality and Misogyny Training by Sarah Hewitt-Clarkson, at Anderton Park Primary School

Anderton Park OFSTED December 2017 – “Safeguarding is highly effective. An outstanding feature of the school is equality for all. Staff are extremely well trained and vigilant”.

<table>
<thead>
<tr>
<th>Training delivered by</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
</table>
| **Safeguarding Training**  
For staff starting throughout the year who might have missed your September training. This is a safeguarding overview and will cover KCSIE, SCRs, vulnerabilities, Prevent & FGM. A questionnaire will be included to ensure understanding.  
If this is something you would be interested in exploring further, attend one of the training sessions on Thursday 8th March.  
Sarah Hewitt-Clarkson  
Thursday 8th March  
9.30am – 12.30pm  
£50 per person  
Thursday 8th March  
1.30pm – 4.30pm  
£50 per person | Sarah Hewitt-Clarkson  
Thursday 8th March  
9.30am – 12.30pm  
£50 per person  
Thursday 8th March  
1.30pm – 4.30pm  
£50 per person |  
| **Gender Equality & Misogyny Training**  
Sarah recently spoke at LA safeguarding briefings in Birmingham and Gloucestershire and is offering the same training, extended to half a day.  
Do you see and challenge sexist comments in the same way you do racist or homophobic comments?  
If this is something you would be interested in exploring further, attend one of the training sessions on Thursday 8th February.  
Thursday 8th February  
9.30am – 12.30pm  
£50 per person  
Thursday 8th February  
1.30pm – 4.30pm  
£50 per person |  

CONTACT: Jogita Ubhi, Senior Office Manager  
EMAIL: j.ubhi@anderton.bham.sch.uk  
TEL: 0121 464 1581
Link2ICT training courses

Excel Intermediate 2016/Office 365: 9 March 2018
This full day course is designed for staff looking to improve their MS Excel knowledge. Delegates will learn how to create professional workbooks/ worksheets/ charts/ tables and how to import/export from MS Excel into other MS Office Applications. This course will provide delegates valuable hands-on experience and delegates will have the opportunity to ask questions. A training manual will be provided.

At the end of the session you will be able to:
- Apply conditional Formatting
- Organising Data tables (creating, modifying, formatting, filtering and sorting)
- Create decision-making functions
- Work with data across multiple workbooks and worksheets
- Advanced Charting
- Advanced Formulas and Functions
- Detailed Functions
- To work with Graphics (Including pictures, ClipArt, Graphics and Auto shapes)
- Importing and Exporting documents

Course price: Book now to save up to 30% … now £150 p/person.

WEB LINK: http://www.link2ict.org/training-courses-internal/32-microsoft/117-ms-excel-2010-intermediate

CONTACT: Link2ICT
EMAIL: info@link2ict.org
TEL: 0121 303 5100

Teaching Science: 9 March 2018
Link2ICT is working in partnership with our expert consultant to provide delegates with the opportunity to gain a valuable insight into assessing science achievements in our Year 3 or Year 6 science course.

The courses will support science leaders of Year 3 and Year 6 to provide a more hands-on approach in the classroom and for those getting to grips with curriculum requirements and subject knowledge.

Both these course are applicable to all science schemes. There will be an emphasis on practical approaches to science and a strong emphasis on supporting literacy through science.

Delegates will sample activities from the Year 3 or Year 6 curriculum and will gain an awareness of the various techniques available for self-evaluation or assessments. These course modules will focus on practical science and improving pupil engagement.

Course price: Book now to save up to 30% … now £150 p/person.

WEB LINK: http://www.link2ict.org/training-courses-internal/50-science/577-teaching-science-in-year-6
http://www.link2ict.org/training-courses-internal/50-science/584-teaching-science-in-year-3

CONTACT: Link2ICT
Computing Subject Leaders: 7 March 2018
This new course will help you to identify the roles and responsibilities of a Computing subject leader in a primary school. Topics will cover:

- managing systems and processes - action planning for Computing with links to School Development Plans
- leading teaching and learning – National Curriculum aims, effective planning, lesson objectives and approaches to assessment, monitoring and record keeping
- leading change for improvement: supporting change in schools, developing staff and leading an effective team

Course outcome:
This course will enable you to:

- broaden your subject knowledge of the computing curriculum in KS1 & KS2
- develop as an effective middle leader of Computing
- review your current practice and resources; begin to implement changes that may be required
- develop the Computing curriculum in your school, including cross-curricular approaches
- network with other subject leaders of computing and share best practice
- By the end of this course participants will gain enthusiasm and will embrace the challenges of leadership. Delegates will gain an awareness of the vision, strategy and drive towards school improvement particularly in a subject area which is constantly evolving.

Single delegate rate £150 and second delegate £99.

Connecting Globally, Acting Locally, Leading Compassionately

Welcome

Sparkatron

When we learn we sparkle!
What we’re NOT about today

- Ofsted
- SATs, GCSEs, A Levels
- Workload
- Budgets
- Recruitment
- Data
- The school roof
- False prophets
What we’re about today

• Vision
• Moral purpose of education
• Fun
• Why we came into the job
• Authentic learning
It starts here

Attachment theory

Safety and security
It grows here

Esteem

Love, belonging
It blossoms here

Actualisation
Informed choices

‘The true transformation has taken place through our character development and virtues curriculum’
Herminder Channa, Principal, Ark Boulton

Global awareness
Update regarding offer of Year 7 places for September 2018

You have submitted an online application for your child’s secondary school place. As you will be aware, secondary school places will be offered on Thursday 1 March 2018. This update is to provide you with some useful information about the process and point you to additional support that will be available online.

1) Offer emails

As you applied online, you will be sent an email informing you which secondary school has been offered to your child. Emails will be sent on Thursday 1 March and you will receive your email any time up to 5.15pm. You will also receive this offer by letter on Friday 2 March.

Please do not contact Birmingham City Council before you have received the offer of a school place.

The School Admissions team will be unable to inform you which secondary school place has been offered to your child by phone or email. You must be in receipt of your email or letter before contacting the School Admissions team.

2) Accepting the offer

The email and letter you receive will name the secondary school your child has been offered for September 2018.

If your child has not been offered a place at any of the schools you applied for, this will be because the school(s) received more applications than there were places available and other children met the admission criteria better than your child. Details of school admission criteria are available at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

The offer letter will explain how to accept or refuse the offer that has been made. If your child has been offered a place at a secondary school in Birmingham, you should return the acceptance slip to the school. If your child has been offered a place at a school outside Birmingham, you should return the acceptance slip to School Admissions. The deadline for acceptances is 16 March 2018.

You are strongly encouraged to accept the offer so that your child has a guaranteed place for September 2018. By not accepting the offer, you could risk losing the place as this may be given to a child on the waiting list for that school. Accepting the offer will not affect your child’s waiting list position for any of your higher preference schools, or influence the outcome of any appeal you may submit.

3) Waiting lists

If you do not receive an offer of a place at your higher preference schools your child’s name will automatically be placed on the waiting lists for those schools.
Please note that waiting lists are compiled in the same order as the oversubscription criteria, eg siblings first, etc. Late applicants are also added according to this order, so your child’s name could move down as well as up a waiting list. Having a place on the waiting list is no guarantee that a place will become available.

Information on waiting list positions will not be available until 26 March 2018, when we have received acceptances from parents.

From 26 March, you can contact the Children’s Advice Service on 0121 303 1888 who will let you know who holds the waiting list for the school you want (either School Admissions or the school itself). Waiting list advice will not be available before this to allow time for offers to be accepted and refused.

The Admissions Team will contact you if a school place becomes available for your child from a waiting list.

4) Appeals

If you are considering the possibility of submitting an appeal, please read the advice regarding appeals on the School Admissions website carefully. You can only appeal against the refusal of a place at a school you applied for.

Appeals are heard and decided by panels who are completely independent of the Council and the school(s) you may appeal for. Consider the likelihood of your appeal being successful. For example, were you realistic with the preferences you submitted for your child? Appeals are generally only successful if you or your child have exceptional reasons for needing admission to a particular school. There are no guarantees that any appeal will be successful (see below for the number heard and successful for appeals administered by Birmingham City Council over the last two years).

<table>
<thead>
<tr>
<th>School year</th>
<th>No of appeals heard</th>
<th>% of appeals allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary transfer 2016</td>
<td>1075</td>
<td>3%</td>
</tr>
<tr>
<td>Secondary transfer 2017</td>
<td>1265</td>
<td>4%</td>
</tr>
</tbody>
</table>

Should you wish to appeal, the closing date for submitting your written appeal is 29 March 2018. Appeals received by this date will be heard within 40 school days (between May and the end of June. If you submit an appeal after this date, it may not be heard before the beginning of September.

You will be able to access the appeal form online via [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions) from 1 March 2018.
**Initial referral considerations:**
- Does the incident involve an adult?
- Is it believed the young person was coerced, blackmailed or groomed?
- Are there any issues around capacity to consent?
- Does what you know of the imagery suggest sexual acts which are unusual for the young person's developmental stage or are violent?
- Does the imagery involve sexual acts with any pupil under 13 yrs?
- Do you suspect the pupil is at immediate risk of harm owing to the sharing of the imagery e.g. now presenting as suicidal or self-harming?

**Aggravated Incidents**
Involve criminal or abusive elements beyond the creation, sending or possession of youth produced sexual images

**Refer to**
Police and to CASS (if appropriate)

**Experimental Incidents**
Involve the creation and sending of youth produced images with no adult involvement, no apparent intent to harm or reckless misuse

**Risk Considerations:**
- Why was the image shared – was there coercion or blackmail?
- Who has shared the imagery?
- Where has the image been shared?
- Were any adults involved in the sharing of the image?
- What is the impact on the pupils involved?
- Do the pupils have any additional vulnerabilities?
- Does the young person understand consent?
- Has the young person taken part in this kind of activity before?

**Support & Containment:**
- De-escalate Anxiety - who has seen the image and where it has ended up.
- Pupil Reassurance - regarding its removal from the platform on which it was shared.
- School Support – For pupil, parents and friends.
- Parental involvement - parents should usually be told what has happened so that they can keep a watchful eye over their child
- School Curriculum - reinforce to all students the impact and severe consequences that this behaviour can have.
Applications are sought from schools to apply for funding to develop safeguarding, resilience and equalities within their setting. Specific consideration this year will be given to applications looking at the key topics of:

- On-line Safety
- Prep for Social Media/Sexting
- CSE
- Violence against Women & Girls

**Award 1 - £400**  
Open to Nursery, Primary & Small Independent Provision

**Award 2 - £600**  
Open to Secondary, All-through, Large Independent Provision

Four award winners will be accepted from each area of the city (x2 Award 1, and x2 Award 2) for:

- North, West & Central Area
- East Area
- South Area

**Title:**  
Max 50 words

**Description of Initiative:**  
Max 200 words

**Expected Impact on the school:**  
Max 5 bullet points

**How will the impact be measured?**  
Max 200 words

**How was the pupil voice involved in developing this initiative?**  
Max 150 words

- Initial pupil idea
- Discussed with school Council

**Details:**

<table>
<thead>
<tr>
<th>Details of Applicant:</th>
<th>Award 1 - £400</th>
<th>Award 2 - £600</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Contact Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid writers name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid writers contact</td>
<td>Email:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>
Terms & Conditions:

This innovation money:

- Should not be used to fund a statutory safeguarding function.
- Can only be used to take forward the function of safeguarding, resilience or equalities within the setting.

It is expected that the applicant will take up the opportunity to apply for TLA recognition for this project, and 16% of the innovation fund can be used to contribute to the cost of this award [https://www.birmingham.gov.uk/downloads/download/1066/teaching_and_learning_academy_tla_accreditation](https://www.birmingham.gov.uk/downloads/download/1066/teaching_and_learning_academy_tla_accreditation)

Applications that include a strong pupil voice will be reviewed favourably

Feedback & recognition of best practice

It is planned to hold an event on the 13th of November recognising best practice in safeguarding within Birmingham schools and it is expected that feedback from the 2018 innovation awards will form a major part of that event.

Successful applicants will be asked to present their project and impact measurement at this event.

Submissions must be received by 29th March 2018

Emailed to SSI@birmingham.gov.uk

Applications will only be received from settings that subscribe to the DSL briefings

Admin Use Only

- Confirmation that school subscribe to the DSL briefings
- Nursery, Primary & Small Independent Provision
- Secondary, All-through, Large Independent Provision

Date received:
Friday 2nd March 2018

‘Curriculum change, challenges, tools and strategies’

This conference will deliver:

- **Information**: Advice on the new A Level specifications from approved exam board speakers and meet the publishers with the latest resources
- **Innovation**: CLIL pedagogy, Maths Mastery, Language Based Pedagogy
- **Application**: Applying techniques to raise achievement at KS3, KS4 and KS5
- **Organisation**: Safeguarding, Inclusion and Business Management, Support Staff in the Classroom

See last year’s conference from the link on our website or at [https://vimeo.com/212119839/18857759af](https://vimeo.com/212119839/18857759af)

**FEES**

- **Full day**
  - 1 delegate: £100
  - 2 or more delegates: £75 each
- **Half Day**
  - 1 delegate: £50
  - 2 or more delegates: £40 each

Course fees for PGCE Students available upon request

For further information, please contact:
Mr Dean Carson
dcarson@bordgrng.bham.sch.uk
Tel: 0121 464 1881

To book a place, please visit [http://www.bggs18.eventbrite.co.uk/](http://www.bggs18.eventbrite.co.uk/)

Launch of the National Centre for CLIL

*in collaboration with, Aston University*
<table>
<thead>
<tr>
<th>Time</th>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
<th>Session 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-09:20</td>
<td>Welcome address by Judith Woodfield, Head teacher at BGGS</td>
<td>KS2-3 Methodology to set up CLIL in schools</td>
<td>Leadership of CLIL in your school and how to get involved</td>
<td>Developing approaches to writing a successful literature/cinema essay for AS/A Level MFL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J Woodfield, F Robert</td>
<td>J Woodfield, L Porter</td>
<td>Steve Glover</td>
</tr>
<tr>
<td>09:20 - 10:20</td>
<td>CLIL Content CLIL in Business, Geography and Science J Woodfield, D Allen F.Robert</td>
<td>Domains of knowledge for Teaching Maths Mastery taught lesson</td>
<td>Using the large Data Set to develop Statistical Thinking in A Level Maths</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics (Mastery)</td>
<td>LBP in action Professor U Clarke B Lohmann-Malone</td>
<td>Narish Srikanthapani</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Raising Achievement Through the Key Stages</td>
<td>Developing independent learning and extended writing through textual devices – D Carson</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Domains of knowledge for Teaching Maths Mastery taught lesson</td>
<td>Maths in Science, collaborating with Maths department</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LBP Language Based Pedagogy</td>
<td>Teaching Physics at KS3 Sound S Dhaliwal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presenting the work of the BGGS LBP pilot and its impact. Whole school plans for moving forward Professor U Clarke B Lohmann-Malone</td>
<td>Teaching Physics at KS3 Forces S Dhaliwal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Education and the world of education</td>
<td>Domains of knowledge for Teaching Maths Mastery taught lesson</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connecting Drama to the Curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Raising Achievement Through the Key Stages</td>
<td>How Drama techniques can enhance teaching across the curriculum V Harvey</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holocast 08:30-16:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Who were the 6 million?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supporting Learning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hearing Resource Base Who we are, audiology, language assessment, differentiation for deaf students S Perveen</td>
<td>British Sign Language (BSL) S Perveen</td>
<td>Being Human</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School Business Leadership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NEWSROUND What’s going on in school and the world of education</td>
<td></td>
<td>Friends Resilience programme</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shahanah Burhani Alison Franks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Data Protection- New regulations Understanding the regulations when handling sensitive information</td>
<td>Apprenticeships How schools can use them</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FGM Unit of Work Showing a model for FGM education for KS3 students L Porter</td>
<td>Office 365 Get the latest skills to deploy, manage and understand Office 365 applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safe-guarding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30-11:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:10 - 12:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 – 13:20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:30PM - 14:25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:35 - 15:35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:35-15:45</td>
<td>Conference Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>