

Wednesday Whistle



Welcome back from the half term break.

I open this week's edition of the 'Whistle' by again signposting that Westcountry Schools Trust (WeST) is an educational charity with the sole objective of 'advancing education for the public benefit'.

We take our civic responsibility seriously. We are passionate about making a difference to our children and work tirelessly to support them on their journey to adulthood. If we get that right we not only improve their individual life chances but simultaneously have a positive influence on shaping the society in which we live. This is a big ask - but collectively we rise to this challenge each and every day.

Whilst Multi Academy Trusts receive 'bad-press' from certain quarters it is important that we recognise and celebrate the great work that we do to support and inspire the children in our care. There are far more good news stories than bad but unfortunately it is often the bad that dominate the media headlines.

I return to our civic responsibility. Regrettably a neighbouring school trust has fallen on difficult times. The RSC's office has determined that the trust (SDMAT) should be divided with schools re-brokered to neighbouring Devon school trusts. WeST, through its Teaching School, has been providing school to school support to South Dartmoor Community College (SDCC) since the start of the academic year. This outreach work has been funded through a SSIF bid and provided not only support for SDCC but also professional development opportunities for WeST colleagues.

As such WeST, alongside several other School Trusts, submitted an expression of interest (EOI) in SDMAT. I'm delighted to share that the RSC has decided that four former SDMAT schools join WeST with effect from 1st February 2020. These schools are South Dartmoor Community College, The Atrium School, Ashburton Primary School and Buckfastleigh Primary School.

The other three former SDMAT schools are joining Link Academy trust. It goes without saying that the on-boarding of these four schools to WeST is subject to full due diligence and legals etc.

Governance

I'm delighted to take this opportunity to introduce everyone to Karen Powell from Effective Schools Governance I say this but I know that many of you already know Karen well and have worked with her in the past.

As a Trust we are enjoying many successes but are also sensitive to aspects of our work that could be better. In this regard we are keen to improve our communication channels and the linkages between our three levels of governance; WeST Schools Local Governing Boards (LGB's), WeST Committees and the WeST Trust Board. We have asked Karen to support our improvement in this regard. In the first instance she will be attending a variety of LGB meetings to gain an 'on-the-ground' view as to the effectiveness of our communication.

I am sure some of you will welcome back an old friend and others will extend a warm welcome.

Rob Haring



Stronger Together...every child in a great school



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- Under Development – those which the HR team are currently working on developing new WeST wide versions of and going through consultation for.

School Documents – these are legacy documents which apply to employees who transferred (TUPE'd) into WeST and are legacy school/academy policies which have not yet been replaced by a WeST version.

Policy documents are a key tool to ensure all parties are aware of the processes and procedures which guide our practice as an employer. They are used to ensure we create a supportive and consistent approach to employment matters by ensuring all parties are aware of the expectations of them and what they can expect of us as an employer. We are continuing to develop materials and toolkits to operate alongside the policy documents and support line managers.

We hope this material is useful as a point of reference, however should you have any queries please liaise with the HR team on hr@westst.org.uk.

HR Employment Policy Reviews

As a result of feedback on the variety of employment policy documents operating across WeST we are pleased to share a summary list (available on the WeST staff portal) to provide a point of reference.

We are continuing to review and develop WeST wide policy and procedure documentation through consultations with staff and trade union representatives. However at the present time we have a number of types of documents:

- New and Revised WeST Documents – those which have been developed through consultation and implemented across WeST for 13 schools and core services. They also apply to any new starter from 1st September 2019 onwards. However it may be useful to note, these do not currently apply to those who transferred from 'PAT' under TUPE as local legacy policy documents continue in place.
- Original WeST Documents - these documents apply to employees who commenced from 1st September 2016 onwards. For these employees the new and revised policy documents in the WeST wide list also apply alongside these. As their employment commenced after the school transferred into WeST these documents apply until such time as they are reviewed and WeST wide versions are implemented.

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New and Revised WeST Documents	Original WeST Documents	Under Development Documents	School Documents
<p>The following documents are recommended for all employees across 13 schools and core services. They also apply to any new starter from 1st September 2019 onwards. However these do not currently apply to those who transferred from PAT under TUPE as local policy documents are in place.</p> <ul style="list-style-type: none"> Adoption Business Travel Policy and Driver Handbook Child Protection and Safeguarding (applicable to all 13 school units) Code of Conduct Policy Disciplinary Equal Opportunities and Diversity Fixed Term Contracts Guidance Flexible Working Gravimetry Managing Absence (formerly known as sickness absence management) Maternity Paternity (formerly known as Maternity and Adoption Support Leave) Pensions (Directors' (DPT)) Recruitment and Selection Shared Parental Leave Staff Privacy Notice 	<p>These documents apply to employees who commenced from 1st September 2016 onwards. For these employees the policy documents in the WeST wide Documents list also apply alongside these.</p> <p>As their employment commenced post TUPE into WeST these documents apply until such time as they are reviewed and WeST wide versions are implemented.</p> <ul style="list-style-type: none"> Capability Policy Code of Conduct SBS Checks Policy Health and Safety Pay Policy Redundancy and Reorganisation Staff Leave and Absence Whistleblowing TOL Policy 	<p>We are currently not in consultation on:</p> <ul style="list-style-type: none"> Code of Conduct Dignity at Work Redundancy Social Media Guidance <p>We are currently developing documents for:</p> <ul style="list-style-type: none"> Appraisal (teachers and support staff) Apprenticeship Capability Pay Policy Redundancy and Reorganisation Staff Leave and Absence Annualised and Flexible Hours Guidance 	<p>These apply to those whose employment at individual schools/academies transferred into WeST under TUPE.</p> <ul style="list-style-type: none"> Alcohol, Substance and Smoking Policy Annualised and Flexible Hours Appraisal Policy Apprenticeship Code of Conduct SBS Checks Policy Dignity at work Driver Code Fixed Term Contracts Policy Fixed Term Contracts Policy Health and Safety ICT Usage Code of Conduct Pay Policy Paternity Policy Redundancy Redundancy and Reorganisation Social Media Policy Staff Leave and Absence TOL Policy Training Continuous Professional Development Whistleblowing policy Whistleblowing

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i-TRENT—New Devon Payroll System



Employees at the following bases have their payroll processed through our allocated provider - HR One of Devon.

- Coombe Dean School
- Hele's School
- Holbeton Primary School
- Ivybridge Community College
- Plymstock School
- Sherford Vale School
- Stowford School
- Wembury Primary School
- WeST Central team
- Woodlands Park Primary
- Yealmpton Primary School

If you are working in one of these schools you should have recently received a letter from HR One of Devon with log in details for the upcoming roll out of iTrent – the new Devon payroll system. You will shortly receive an email, to the address noted in your letter, requesting that you log in.

In the meantime, please visit

<https://inside.devon.gov.uk/> to access user guides and help videos. There is also an Employee Newsletter attached, created by HR One, which provides more information on the aspects of iTrent that will be available to our WeST staff pay rolled via Devon HR One.

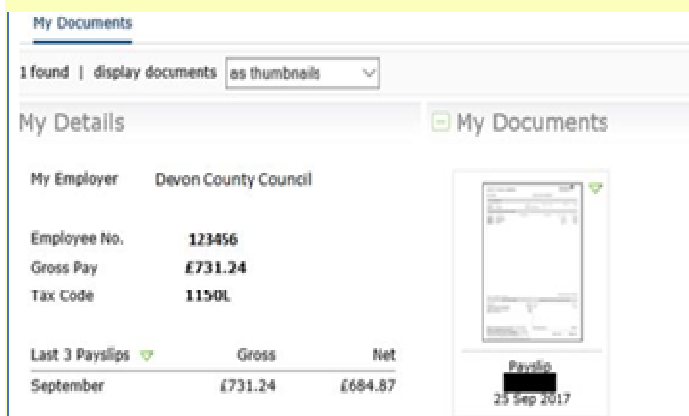
FINAL REMINDER

The HR One payroll provider has indicated that employees will not be able to access their historical documents following the system updates on the 7th November.

To access historical documents

[Click here to Sign In to RPowered](#)

When you log into the portal, which is based online at devon.rpowered.com, you will see the following screen information:



The screenshot shows the RPowered portal interface. At the top, it says 'My Documents' and '1 found | display documents as thumbnails'. Below this is a 'My Details' section for 'Devon County Council' with the following information:

My Employer	Devon County Council	
Employee No.	123456	
Gross Pay	£731.24	
Tax Code	1150L	
Last 3 Payslips	Gross	Net
September	£731.24	£684.87

There is also a thumbnail of a payslip for 'Payroll 23 Sep 2017'.

From here you will be able to download and save each of your documents to a suitable location, or print your documents if you would prefer, for your own records.

If you require new log on details for RPowered please contact the payroll team on Tel: 01392 383000

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World Restart a Heart Day



On Wednesday 16th October 2019 Year 5 at Oreston took part in 'World Restart a Heart Day', which is an annual initiative that aims to train as many people as possible in CPR in one day.

The children spent the morning with Volunteers from Heartstart, which is a local scheme affiliated to Heartstart UK, an initiative co-ordinated by the British Heart Foundation (BHF) to learn what to do in a life-threatening emergency.

The sessions involved:

- Calling for help
- Checking for signs of life
- Performing mouth-to-mouth on a manikin
- Performing CPR on a manikin
- Awareness of automated external defibrillators

The children enjoyed the first aid training and came away with a certificate for attending CPR training. To support this worthy cause the whole school had a mufti day to raise money for the British Heart Foundation. The children wore 'red' on this day to raise awareness for the British Heart Foundation. We raise a fantastic £348.85 which the volunteers were very pleased to receive.



Aiming for Christmas Number 1



Some children within Chaddlewood have been working hard over the past year to write and record their own song. All profits made from the sale of this single will be donated to the NSPCC when it releases on Friday 15th November. You can 'pre-save' the track, for free, by going to www.togethersong.com. This means that you will be notified when the track is available to download.

On Tuesday the children and Mr Jensen, the teacher who has lead this enterprise, were on Spotlight sharing the journey of this amazing project and the schools aim to get to number one this Christmas while raising money and awareness for a brilliant and vital charity, the NSPCC.



To celebrate the release of the single, Plymouth City Council have also kindly agreed that the children can promote the song on the main piazza (by Flannels and House of Fraser) on Saturday 16th November. (We hope to have a band that will help us to perform the single to the general public throughout the day!)

On Sunday 17th November, the children will be selling the music CD in the main foyer at Sainsbury's Marsh Mills. HMV will be stocking our single too in their store, should you be visiting Drake Circus.

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NOTICE BOARD

Vacancies

The following vacancies are currently being advertised within our schools:

Woodlands Park Primary

School cleaner (part time)

[Click here for more details](#)

Hele's School

Exam Invigilators

[Click here for more details](#)

Glen Park Primary

Teaching Assistant EYFS

[Click here for more details](#)



Trust Meetings

Annual Governors Conference

25th November 2019

12 - 5

China Fleet Club, Saltash

[Click here to book your space](#)

Education Standards Committee

28th November 2018

Audit Committee

3rd December 2019

Trust Board

12th December 2019



Keeping Data Safe

The most common data breach is caused when information is sent by email to the wrong person. Always double check the address before pressing send especially if the information is personal or sensitive.

Never email personal or sensitive data relating to your job to your personal email address.



Teachers' Pay Award and Incremental Progression

The national process to implement the Teachers' annual pay award applicable from September 2019 has now been finalised and the Trust's approach has been ratified by our Trust Remuneration Committee. The recommended 2.75% uplift has been applied to all pay range points and allowances. Please note the pay award will not be applied until **November** and will be backdated to **1st September 2019**.

Teachers' incremental progression as a result of the annual appraisal process is being moderated this week by the Remuneration Committee and, where applicable, will also be applied in November, backdated to 1st September 2019.





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HOT DATES

IVYBRIDGE COMMUNITY COLLEGE
PRESENTS

The logo for Disney's Beauty and the Beast features a stylized black line drawing of Belle's profile. The text "Disney's BEAUTY AND THE BEAST" is written across her face. A red rose is shown in her hand, with a single petal falling. The entire logo is enclosed in a black rectangular border.

WEDNESDAY 11 TO SATURDAY 14 DECEMBER 2019
www.ticketsource.co.uk/ivybridge