

LA weekly eRed Bag mailing

Week beginning 19th February 2018

This email is an official communication to schools from the North Yorkshire Children and Young People's Service.

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For Action

Election of Primary Headteachers to the North Yorkshire Education Partnership (Schools Forum)

The Children and Young People's Service is seeking nominations to fill 5 Primary Headteacher vacancies that have arisen on the North Yorkshire Education Partnership.

Primary Headteachers interested in nominating themselves are advised to read the information provided on the role and remit of the Partnership.

Please [CLICK HERE](#) to be taken to the North Yorkshire Education Partnership page where you'll find all the information you need under the 'Vacancies' section.

Cascade to:
Primary
School
Headteachers
and
governors

Contact email: Howard.Emmett@northyorks.gov.uk for general questions but please send completed nomination forms to Deborah.Wilbor@northyorks.gov.uk The closing date is 1st March 2018.

SCHOOLS SUPPORT STAFF INCREMENTS 2018

You will be aware that as part of the Pay Structure for Support Staff, incremental progression is based on criteria relating to attendance, conduct and capability issues, and satisfactory appraisal. We would ask that you now undertake this review and inform us of any action that you wish you take in relation to the pay spine for support staff in your school.

A report will be available to you week commencing 19th February and will be sent via email using Egress. This report will provide details of absence for all support staff for April 2017 to January 2018* and it will also indicate whether the individual has reached the top of their current pay band. *Please note that you will also need to consider any sickness taken from February to March when making decisions.

You are asked to review the increment eligibility of all support staff and submit an electronic return as described below, to advise on any increments to withhold or remove.

The return is accessible via the following link:

<https://consult.northyorks.gov.uk/snapwebhost/s.asp?k=151799654855>

A guidance sheet to support the completion and submission will be sent directly to the school and will be available on [CYPS info](#) under 'Useful Downloads'.

Please note nil returns are required i.e. when you expect all support staff to receive and retain an increment. If no response is received by the deadline no increments will be uploaded to records in April's pay.

This form needs to be **submitted by 29th March 2018** at the latest, to ensure that increments are applied/removed where appropriate within the April 2018 pay cycle. (NB. This includes RAS schools, as we will input the increments for you too.)

Full guidance for incremental progression is available on the CYPS info website and can be accessed via the following link - <http://cyps.northyorks.gov.uk/increments>

Please note that not responding to this request within the timescale may result in overpayments to staff. If you can't undertake the review within the timescales please also contact employmentsupportservice@northyorks.gov.uk for advice and guidance with a view to potentially stop overpayments if you believe any staff are at risk of this, please provide specific employee details if possible.

Audience:
all schools

Cascade to:

School Admin teams

Contact: employmentsupportservice@northyorks.gov.uk 01609 532190

Information, updates and guidance

General Data Protection Regulation

As you will be aware the provisions of the General Data Protection Regulation are replacing the current Data Protection Act on 25 May 2018. This will affect all organisations, including schools, and there are several actions which must be taken to achieve GDPR compliance.

The media are highlighting the challenges that GDPR poses and the significant fines which may be levied for breaches however if you have robust data protection processes in place already many of the provisions of the GDPR will only require minor changes to your existing processes. There is no need to panic but you must be starting to get your house in order now.

You will probably already be aware of the services Veritau is offering to help you on your journey to GDPR compliance – a detailed description of these services can be [found here](#). All of these services are available to book through [NYES](#) and if you have any queries please don't hesitate to contact us.

Cascade to:
All staff

Contact email: information.governance@veritau.co.uk

Schools Financial Closedown Information 2017/18	
<p>Audience: All non-academy schools</p> <p>Please click here to be taken to the Closedown of Accounts page on the CYPsinfo site. Here you will find the Schools Closedown letter with guidance for the 2017/18. The purpose of this letter and guidance is to set out the procedures to be followed by schools during the closedown of the County Council's financial accounts for 2017-18</p>	<p>Cascade to: Headteachers, Bursars, Admin Officers</p>
<p>Contact: schoolsfinanceteam@northyorks.gov.uk</p>	

Increase in scarlet fever notifications	
<p>Audience: All schools</p> <p>Please CLICK HERE to read the most up to date guidance on Scarlet Fever. There has been a national increase in notifications of scarlet fever to Public Health England, above seasonally expected levels.</p>	<p>Cascade to: Headteachers, first aiders, teachers & TAs.</p>
<p>Contact: click here for additional guidance</p>	

Events and publicity

Scarborough Town Prevention Service What's on Guide	
<p>Audience: All Scarborough Schools</p> <p>Please click here to visit the CYPsinfo Prevention page where you'll find a document called <i>Scarborough Town Prevention Service Jan-Mar 2018 – Main doc with links/PDFs/word docs</i></p> <p>Sorry we couldn't link you to it directly, the embedded documents won't open if we did that!</p>	<p>Cascade to: All colleagues</p>
<p>Contact email: see individual embedded documents for details – it's a fantastically full programme!</p>	

Food for Life free training	
<p>Audience: All Primary Schools</p> <p>Come and join us to learn more about delivering cookery through the curriculum and setting up or enhancing growing with pupils in your school. Courses are open to teaching and support staff, governors, parents or volunteers.</p> <p>Please CLICK HERE to view these fully funded training courses which have limited places available and will be allocated on a first come first served basis. Public Health have funded the courses as part of the Food for Life programme in North Yorkshire.</p>	<p>Cascade to: All colleagues</p>
<p>Contact email: ruth.stacey@northyorks.gov.uk Ruth Stacey, Food for Life Programme Manager</p>	

If you have any queries regarding this weekly mailing please contact marion.sadler@northyorks.gov.uk.
Previous issues can be found at: <http://cyps.northyorks.gov.uk/red-bag>