



To all Headteachers

**Children, Young People and
Education Directorate**

Sessions House
County Hall
MAIDSTONE
Kent ME14 1XQ

Phone: (03000) 416991
Ask for: Matt Dunkley
Email: matt.dunkley@kent.gov.uk

Date: 25th September 2020

Dear Colleague

As we reach the end of another interesting and no doubt challenging week, I have a number of updates for you.

SEN Inclusion Discussion

We launched our wider discussion with schools on Inclusive Practices last week. We are keen to encourage debate around these core questions through as many existing forums as possible including Headteacher networks, KAH meetings, IYFA panels, Inclusion Steering Groups. If you would like a KCC Officer to attend to talk through the proposals with your group please email Julie.Hawkins@kent.gov.uk

We are also hosting 4 virtual workshops, which are filling up quickly such that we may have to split down into smaller groups to facilitate discussion. Please could I ask that you email the area office of the meeting you wish to attend as soon as possible so that we can manage numbers. The contact details are:

6th Oct: 9.30 – 12.00 – West Emma.O'Connor@kent.gov.uk
6th Oct: 1.30 – 4.00 - East Jennifer.Barnet@kent.gov.uk
8th Oct: 9.30 – 12.00 – South Julie.Hawkins@kent.gov.uk
8th Oct: 1.30 – 4.00 – North Ann.Drury@kent.gov.uk

SEND and School Websites

You may remember that as part of our ongoing work with the SEND agenda we reviewed a sample of school websites. During this review only 50% of the websites were compliant with statutory SEND requirements. We have reviewed a further sample this term and I am pleased to be able to inform you that 77.5% of the sample are now compliant.

I would ask that if you have not already done so please can you check your websites to ensure that they comply with the SEND Code of Practice (Section 4.34 -4.36 and 6.79 – 6.83).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

These sections outline what should be published on your website and be included in your school SEND Information Report, including the requirement to update these annually and have a link from your website to the Local Offer website:

<https://www.kent.gov.uk/education-and-children/special-educational-needs>

If you require support or further guidance on this please contact your school improvement advisor in the first instance.

Reacting to COVID-19 Symptoms and Key Actions to Consider

In recent days, we have become aware of inconsistency of practice between schools when a child displays signs of being unwell. It is apparent that some schools are taking almost a “zero tolerance” approach and asking any child with even minor cold like symptoms to isolate, while other schools are referring to published PHE guidance and only taking such action when a pupil clearly displays one of the three main symptoms.

To ensure as many pupils remain in school as possible and that there is capacity within the testing system, whilst still being mindful of ensuring the school community is safe, I urge all schools to re-acquaint themselves with the prevailing PHE guidance and only take action in accordance with that. One issue in particular is that some schools are now asking pupils to isolate if they have suffered from sickness or diarrhoea. Even though much has been made of this in the press, PHE have not included these symptoms in their guidance and therefore, schools should follow normal procedures and request the child only remains at home until 48 hours after the last bout of sickness or diarrhoea.

There is a helpful letter that has been produced by the NHS, that schools can share with all parents and carers. The letter, which can be found here: https://www.kelsi.org.uk/_data/assets/pdf_file/0013/113080/NHS-Parents-Letter-COVID-19.pdf, re-iterates the three main COVID-19 symptoms and the clarifies actions that should be taken if a child displays any of them.

School Transport

Transport teams continue to receive record numbers of late applications for free school transport and a steady stream of applications for Kent Travel Saver and Kent 16+ Travel Saver passes are also being submitted. Transport applications are processed in the order in which they are received to ensure overall fairness to applicants, so application outcomes are being released as quickly as possible. Officers are receiving a number of queries directly from schools chasing applications on behalf of parents. While it is helpful for schools to support parents, this is negatively impacting the Transport teams’ ability to process applications and will increase the time it takes to clear processing backlogs. Schools are therefore asked to limit queries to applications where parents have waited longer than the advertised six-week processing time.

Where issues are identified for pupils that are already travelling, these should be brought to the attention of Transport teams as normal.

Schools are also asked to remind pupils of the importance of following seating plans, restrictions on standing passengers and also the necessary use of face coverings when making use of school transport. We continue to receive an unacceptable number of reports where pupils are not following these important safeguards and it would be helpful if schools could reinforce these messages wherever possible. KCC will implement the transport code of conduct where pupil behaviours endanger the safety of themselves or other passengers, which can result in temporary or permanent bans from school transport.

Teachers Pay

The 2020 School Teachers' Pay and Conditions Document (STPCD) has now been published by the DfE, which includes confirmation of the new teaching pay range values which are applicable from 1st September 2020. The document can be accessed here: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>.

The new salary ranges for all teaching pay scales and advisory pay points, along with a summary of the key points can be found on www.the-sps.co.uk. However, for ease the updated pay scale are appended to this letter, below.

The 2020 pay award should be implemented in line with the principles for pay progression set out in your School's 2019/20 pay policy.

Where a teacher is paid on the minimum of their pay range, their salary must be uplifted to at least the new minimum regardless of performance. A further performance related pay increase may be payable depending on the provisions within the School's pay policy. Where a teacher is currently paid at the maximum of their range they may also move to the new ceiling value – subject to performance and evidence of meeting the criteria for pay progression within the School. For all other teachers, the School must determine, based on evidence of performance and in accordance with its own pay policy for 2019/20, the appropriate pay increase.

From 1st September 2020 advisory pay points have been reintroduced within the STPCD. These are discretionary and Schools may continue to use points of different values or alternative non points-based approaches to pay progression. The new advisory pay points are designed to provide a framework to support Schools to move to the Government's proposed £30k starting salary for teachers by September 2022.

Where a School wishes to adopt the new advisory points, I would advise you to speak to your SPS or external HR consultant.

If your school uses alternative models for pay progression, you should carefully consider how to manage pay progression over the next 2 years to ensure you are able to achieve the £30,000 minimum by September 2022 and also continue to allow for meaningful rates of pay progression for teachers paid above the minimum value.

There are no advisory pay points for leadership, unqualified and leading practitioner pay ranges and Schools / Academies will need to continue to determine locally an appropriate framework for pay progression.

Elective Home Education

As has previously been identified, there has been a sharp increase nationally in the number of families choosing to electively home educate their children since the beginning of this school year. To date, KCC has received 502 new EHE referrals, compared to 210 referrals for the entirety of September last year.

While elective home education will be beneficial for a large number of families, it may not be the best option for all children. Due to the high number of cases that the EHE team have received, there is a greater than usual delay in processing referral forms. Schools should use of the off-rolling notification form on Kelsi ([found here](#)) to advise the EHE team of cases where contact with a family needs to be prioritised. You will also find information that can be shared with families directly on the same webpage.

If schools have safeguarding concerns for particular families, please follow normal processes to inform ICS.

Schools are also reminded that where a child later wants, or is required to return to school, they will normally be expected to return to their original school unless there are compelling reasons why that would not be possible or appropriate. In those cases, the home school must take the pupil back onto its roll and negotiate a managed move. The managed move process should not delay the start date unnecessarily. Schools should also remain in contact with families to ensure communication lines remain open.

The EHE Team remain available at educationathome@kent.gov.uk for further advice.

Headteacher Wellbeing

Finally, I am very mindful of what a stressful time this has been for everyone over the last 6 months, but none more so than for you as Head Teachers. Over this period, you have had to constantly react to ever changing guidance from Government, whilst being ultimately responsible for the wellbeing of all staff and pupils in your school.

With very little time to rest, I understand the toll this has taken on many of you and I want to ensure each and every one of you has access to support when required.

Throughout the early stages of the COVID-19 outbreak, School Improvement colleagues in TEP did a fantastic job of keeping in touch with schools to ensure they had an opportunity to discuss and address their concerns and issues. However, as all pupils are returning to school and some form a business as usual is returning, I acknowledge that the strong regime of IA's and SIA's making regular keeping in touch calls will be affected.

Therefore, this is simply a reminder that, should you have any concerns or feel you need additional support in respect of your own wellbeing, do not hesitate to make contact. In instances such as these, I would recommend you continue to contact your SIA. However, I am aware that many of you may feel more comfortable speaking to another trusted colleague from KCC or TEP, such as your AEO, Area Safeguarding Lead, or a colleague within Integrated Children's Services. Regardless of who you choose to speak to, we will always work to ensure you can access the required support.

Thank you for all you are doing.

Yours sincerely

A handwritten signature in blue ink that reads "Matt Dunkley". The signature is written in a cursive style with a long, sweeping underline.

Matt Dunkley CBE
Corporate Director, Children, Young People and Education

Teachers Pay Ranges

Effective from 1 September 2020

The following increases have been applied to the pay ranges in the national pay framework from 1st September 2020

- An increase of 5.5% to the statutory minimum of the Main Pay Range
- A 2.75% uplift to the statutory minimum and maximum of the other pay ranges for teachers and school leaders

Where teachers are paid within the range schools have discretion to determine, in accordance with their own Pay Policy, how to take account of the uplift to the national pay frameworks when making individual pay decisions.

From 1st September advisory pay points have been re-introduced for the Main and Upper Pay Ranges. There is no absolute requirement for schools to follow these discretionary points.

Leadership Group Range

	England & Wales	Fringe Area *
Minimum	£42,195	£43,356
Maximum	£117,197	£118,356

Headteacher Group Size

Group	England & Wales	Fringe Area *
1	£47,735 - £63,508	£48,901 - £64,663
2	£50,151 - £68,347	£51,314 - £69,509
3	£54,091 - £73,559	£55,254 - £74,718
4	£58,135 - £79,167	£59,302 - £80,320
5	£64,143 - £87,313	£65,310 - £88,472
6	£69,031 - £96,310	£70,204 - £97,468
7	£74,295 - £106,176	£75,466 - £107,328
8	£81,942 - £117,197	£83,105 - £118,356

Main Pay Range

	England & Wales	Fringe Area *
Minimum	£25,714	£26,948
Maximum	£36,961	£38,174

Advisory Pay Points – Main Pay Range

As published in the 2020 STPCD

	England & Wales	Fringe Area *
M1	£25,714	£26,948
M2	£27,600	£28,828
M3	£29,664	£30,883
M4	£31,778	£32,999
M5	£34,100	£35,307
M6	£36,961	£38,174

Upper Pay Range

	England & Wales	Fringe Area *
Minimum	£38,690	£39,864
Maximum	£41,604	£42,780

Advisory Pay Points – Upper Pay Range

As published in the 2020 STPCD

	England & Wales	Fringe Area *
U1	£38,690	£39,864
U2	£40,124	£41,295
U3	£41,604	£42,780

Unqualified Pay Range

	England & Wales	Fringe Area *
Minimum	£18,169	£19,363
Maximum	£28,735	£29,924

Leading Practitioner Range

	England & Wales	Fringe Area *
Minimum	£42,402	£43,570
Maximum	£64,461	£65,631

Teaching Learning and Responsibility Payments

	Minimum	Maximum
TLR1	£8,291	£14,030
TLR2	£2,873	£7,017
TLR3 (temp)	£571	£2,833

Special Educational Needs Allowance

Minimum	Maximum
£2,270	£4,479

* Payable in Dartford and Sevenoaks only