



Brindishe  
Federation

## Brindishe Federation Newsletter

Friday 24<sup>th</sup> February 2023

### *Brindishe Federation, School Administrator Vacancy*

Brindishe Green, Brindishe Manor, and Brindishe Lee School, Lewisham. London  
**Salary: Scale 3 (Scale Point 5 – 6) pro-rata, Term Time Only (39 weeks per year)**  
**Hours: 35 hours per week (typically starting at 8.30am)**  
**The post is subject to a satisfactory 6 months' probation period**

We are currently recruiting for a School Administrator on a permanent basis. The role will start April 2023  
We are a very friendly team, working in a highly supportive environment where individual differences are welcome and teamwork is highly valued.

We are looking for a friendly, helpful, self-motivated, enthusiastic and energetic person to work as a school Administrator, primarily to be 'the face' of the school. You will provide excellent front of house receptionist support for the school as well as providing administrative support for Senior Leadership, school staff and the Admin Team.

Responsibilities will include;

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for clubs, music tuition, school trips, events etc
- Recording attendance and follow up on absence
- Deal with complex reception/visitor matters
- Sort and distribute all incoming mail and parcels
- Pupil dinner money administration
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils' data
- Book open mornings and support the facilitation as required
- Provide general administrative support such as photocopying, filing, routine correspondence
- Undertake any other duties required to ensure the efficient and effective running of the admin department of the school
- Any other duties commensurate with the scale of the post

As the role involves working with children, you will be required to undergo a full DBS check before being appointed to the post.

#### **Further Information:**

The deadline for completed applications is midday on **Friday 23rd February 2023**

Interviews will be held on **wc 27<sup>th</sup> February 2023**

Completed application forms should be returned to [rwaite@brindisheschools.org](mailto:rwaite@brindisheschools.org)

If you would like to have a conversation about the role before applying, please phone Rachel on: 07508 868726.  
Further information, job descriptions and application forms can be found on our school website.

[Brindishe Federation - Vacancies \(brindisheschools.org\)](https://brindisheschools.org)



## ***Rights Respecting at Brindishe Schools***

### **TÜRKIYE & SYRIA EARTHQUAKES FEB 2023**

#### **WHAT HAS HAPPENED?**

A massive earthquake struck Türkiye and Syria at around 4 am local time on 6 February. It was 7.8 magnitude, and the epicentre was near Gaziantep in southern Türkiye. Millions of people felt the earthquake, including in Lebanon, Israel, Cyprus, and Egypt. Aftershocks were felt throughout the day, including two further huge earthquakes. Many children have lost their homes and have been separated from their families. Access to clean water is a priority. It is exceptionally cold at this time of year so access to shelter, warm clothing and food are also very important.

#### **WHAT UNICEF DOES IN AN EMERGENCY**

In a disaster children may be unable to enjoy all their rights – for instance education, health care. UNICEF works to restore access to these rights as soon as possible.

UNICEF may:

- Help provide access to nutritious food, clean water and health care (Article 24).
- Set up safe spaces to ensure the immediate safety of children, support them to express their feelings, and to protect them from any further harm (Articles 13 and 19).
- Support access to education and children's right to play (Articles 28 and 31)
- Send experts to help reunite children with their families wherever possible. Sometimes that may need to be a relative who isn't the parent or immediate caregiver. UNICEF works to ensure that children can connect with people they know and love (Articles 9 and 10).

#### **WHAT IS UNICEF DOING IN SYRIA & TURKIYE?**

In Syria, UNICEF is working to ensure access to clean water, and seeking to secure children's safety and wellbeing. In Türkiye, UNICEF has mobilised vital emergency supplies and ensured access to safe spaces for children and families. UNICEF has a huge humanitarian warehouse in Denmark, where supplies are ready to go in case of any emergency.

Among the sad stories, there have been stories of resilience and hope. A new-born baby was rescued and is being cared for in hospital. Whole families have escaped from the rubble. And one young girl was exceptionally brave and kept her brother safe, protecting him from dust and rubble until they were rescued.

On Friday 10<sup>th</sup> February, all Brindishe Schools held a bucket collection on the school gates. We were overwhelmed by your generous donations. This term, assemblies will focus on the disaster with all children, in an age appropriate manner and we will hold fund raising events to add to our already healthy collection from Brindishe Schools. [All funds will go to the DEC – click here for further information on how your money will support hose in Turkiye and Syria.](#)





## Brindishe Weekly Online Safety Bulletin



### WhatsApp

You must be at least 16 years old to register for and use WhatsApp. WhatsApp is a free messaging app that allows you to send messages, voice notes, photos and videos.

#### What are the features of WhatsApp?

**Group chats:** One of the key features is the group chat function. Everybody in the group, even if they are not one of your child's phone contacts, will be able to see all messages within that group. *If your child is added to a group with someone that they have previously blocked, that person can still see their messages and send them messages within the group chat.*

In settings, you can change who can add your child to groups, for example, you can change it to 'my contacts', which means that only those in your child's contacts can add them to a group. You can leave a group chat at any point so talk to your child and encourage them to leave any chat that makes them feel uncomfortable. You can leave groups silently (only the admin will be notified).

**Location sharing:** you can share your location on WhatsApp. Talk to your child about when this would be appropriate to use but also the potential danger of sharing their location, for example with strangers.

**Blocking/Reporting:** Show your child how to block and report.

**Online Bullying:** WhatsApp has been used in instances of online bullying, e.g. to send nasty messages or share images of other children without their permission. It is important to have regular chats with your child about their online life and that they understand that they must talk to you or another trusted adult if they are being bullied. This is a helpful article from Family Lives, which talks about what to do if you are being bullied:

<https://www.familylives.org.uk/advice/bullying/cyberbullying/what-to-do-if-you-re-being-bullied-on-a-social-network>

**Disappearing messages:** With disappearing messages, you can control how long a message can be seen for before it is deleted – 24 hours, 7 days or 90 days (once set, this will only work for new messages).

**View once messages:** when sending a photo or video, you can set it so it can only be viewed once by respondents. Screenshots are also blocked when using this function.

**Choose who can see your profile pic and when you're online:** In settings (privacy), you can choose who can and can't see when you're online and your profile pic. You can choose either Everyone, My Contacts, My Contacts except and nobody.

Further information:

<https://parentzone.org.uk/article/whatsapp>

<https://www.internetmatters.org/resources/whatsapp-safety-a-how-to-guide-for-parents/>



### Lewisham School Term Dates

Lewisham schools term dates have now been published up to 2027 and can be found on Brindishe Website or on the Lewisham Council Website.

[Lewisham Council - School term and holiday dates](#)



### Key Federation Dates

- SHINE at Blackheath starts – **Saturday 25<sup>th</sup> Feb**
- Secondary offer day - **Wednesday 1 March 2023** (you will get an email in the evening telling you where your child has been offered a place)
- Easter Holidays – Monday 3<sup>rd</sup> April to Friday 14<sup>th</sup> April
- Monday 17<sup>th</sup> April – Children return to school for Summer Term
- **Primary offer day** - Monday 17 April 2023 (you will get an email in the evening telling you where your child has been offered a place)

**Further Strike Days – possible school closures will be communicated closer to the strike days**

- Thursday 2<sup>nd</sup> March 2023
- Wednesday 15<sup>th</sup> March 2023
- Thursday 16<sup>th</sup> March 2023

### Are you throwing a community event for the Coronation?

Local people can apply for small grants of up to £300 to organise Coronation related activities:

[Apply for a coronation small grant](#). Deadline Sunday 19 March 2023.

The National Lottery are offering funding of up to £10,000 through Awards For All England:

Apply for a [National Lottery grant here](#). Deadline: Ongoing. You must apply at least 12 weeks before your event, for example, if you are planning an event for 6 May, your deadline will be 25 February.

If you want to host a street party, you don't need any special permission or insurance, but you will need to apply for a road closure:

[Apply for a street party road closure](#).



### Governing Body Dates

If you would like to attend a Brindishe Federation Governing Body meeting as an observer, please email our Chair, Liz Murphy - [lizcmurphy@gmail.com](mailto:lizcmurphy@gmail.com)

Spring 2	Brindishe Green
Summer 1	Brindishe Manor
Summer 2	Brindishe Lee

Thursday 23 <sup>rd</sup> March 2023, 6pm
Tuesday 23 <sup>rd</sup> May 2023, 6pm
Thursday 13 <sup>th</sup> July 2023, 6pm