



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

Employee Welcome Book



Welcome to Our Lady of Lourdes CMAT

2023/2024

Welcome

to Our Lady of Lourdes



Dear colleague,

I would like to extend to you a very warm welcome to the Our Lady of Lourdes Catholic Multi-School Trust (OLoL). We are delighted that you have chosen to join our Academy Trust and we can't wait to have you onboard.

We are a family of 36 Catholic schools from across the Diocese of Nottingham and our aim is to provide the very best catholic education for all in our community. We work together to develop best practice and share ideas, offering greater opportunities for all our young people to make the most of their unique God-given talents. Each and every role is crucial in helping us deliver on our aim and really make a difference to the lives of the young people we serve.

Joining OLoL means you will be joining our family where you will feel truly welcomed, loved and have the reassuring support from across our networks and community. You will also have access to the amazing range of benefits we offer including first class continued professional development opportunities and genuine career progression.

This welcome pack is designed to provide you with an overview around OLoL's vision, direction and benefits as well as key information you will need as an employee within OLoL. Further details and information will be provided to you and explained in due course.

Again, welcome to OLoL and thank you for choosing to join us; I wish you a long, happy and successful time working within our Trust.

God bless.

James McGeachie

CEO, Our Lady of Lourdes CMAT

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Our strategic vision and direction

Our Trust Strategy is a three-year strategic plan which is reviewed, updated and approved by the Board of Directors on an annual basis. Our strategic plan outlines what our priorities are and sets out our ambitions for our pupils, their families, our staff, our parishes and the wider community for 2022-2025.

The strategic plan identifies our mission statement, our Bishop's priorities and our virtues, all of which underpin all that we do. Within this strategic plan there are 3 themes:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society, by doing 'little things with great love' St Thérèse of Lisieux.

Each of these themes in our strategic plan goes further by having ambitions and strategic priorities attached to them. Further to this we have a number of enabling strategies developed by our different service areas, these are aimed at helping us deliver our strategic plan.

[View the full strategic plan here.](#)

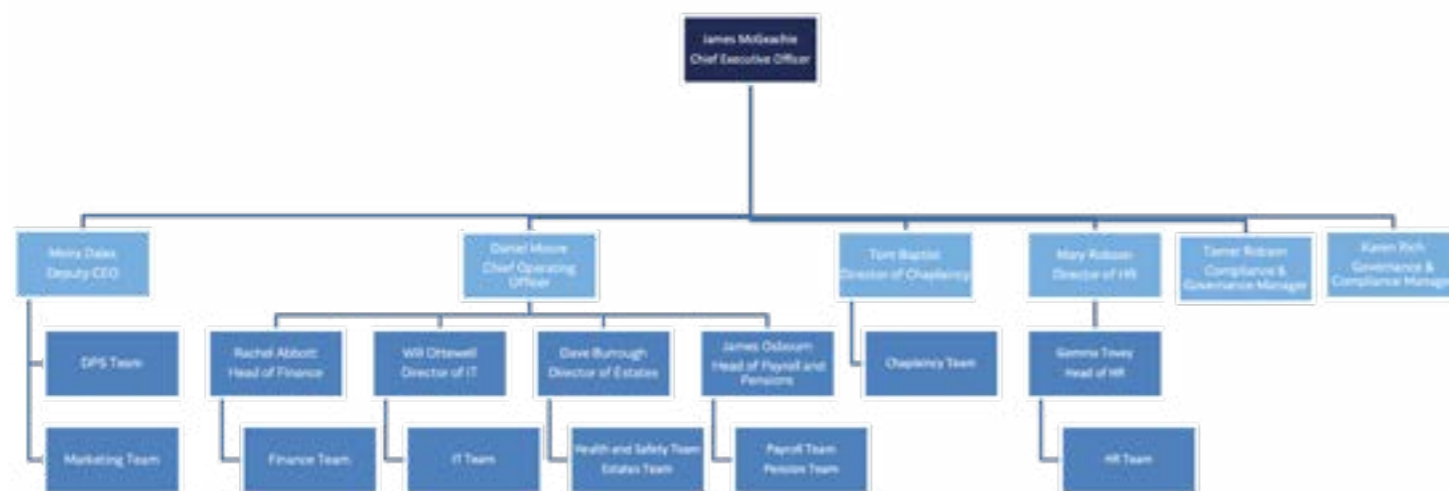


Our schools

Code	Nottinghamshire schools	Phase
ALS	All Saint's, Mansfield	Secondary
HTN	Holy Trinity, Newark	Primary
MSP	St Patrick's, Mansfield	Primary
LJJ	St Joseph's, Shirebrook	Primary
JBO	St Joseph's, Boughton (New Ollerton)	Primary
PNB	St Philip Neri, Mansfield	Primary
TBS	The Becket, West Bridgford	Secondary
WID	Blessed Robert Widmerpool, Clifton	Primary
OLSE	Our Lady & St Edward's, Thorneywood	Primary
WSP	St Patrick's, Wilford	Primary
SEC	St Edmund Campion, West Bridgford	Primary
TRI	The Trinity, Aspley	Secondary
TER	St Teresa's, Aspley	Primary
OLPS	Our Lady of Perpetual Succour, Bulwell	Primary
MNO	St Mary's, Hyson Green	Primary
AUG	St Augustine's, Mapperley	Primary
CTK	Christ the King, Arnold	Secondary
HCH	Holy Cross, Hucknall	Primary
TGS	Good Shepherd, Arnold	Primary
CSH	Sacred Heart, Carlton	Primary
SMC	St Margaret Clitherow, Bestwood	Primary

Code	Lincolnshire schools	Phase
OGC	Our Lady of Good Counsel, Sleaford	Primary
LLL	Our Lady of Lincoln	Primary
LNH	St Hugh's, Lincoln	Primary
LPP	St Peter & St Paul, Lincoln	Secondary
WEB	St Augustine Webster, Scunthorpe	Primary
BDS	St Bede's, Scunthorpe	Secondary
BNS	St Bernadette's, Scunthorpe	Primary
CRN	St Norbert's, Crowle	Primary
CJO	St Joseph's, Cleethorpes	Primary
GMM	St Mary's, Grantham	Primary
BGM	St Mary's, Brigg	Primary
MYS	St Mary's, Grimsby	Primary
SDA	St Augustine's, Stamford	Primary
BMA	St Mary's, Boston	Primary
SNO	St Norbert's, Spalding	Primary

Our Central Team structure



A full Central Team staff list with contact details can be [accessed here](#).

Our Trust Directors

The role of the Directors

The Directors are responsible for the general control and management of the administration of the Catholic Multi-School Trust Company, and in accordance with the provisions set out in the Memorandum of Association, Articles of Association and its funding agreement, the Directors are legally responsible and accountable for all statutory functions, for the performance of all schools within the Catholic Multi-School Trust Company, and must approve a written Scheme of Delegation of financial and other powers that maintain robust internal control arrangements.

The Directors are responsible for the prudent management of all resources including financial. All companies are required under company law to produce accounts that give a true and fair view and follow UK accounting standards. The Directors must comply with:

- Any guidance issued by the Diocese under Canon Law
- The general law of charity
- Company law
- The Education and Skills Funding Agencies' current Academies Financial Handbook
- The terms of the Master and Supplemental Funding Agreements
- The terms set out in any additional grant funding

Our Directors

Nigel Stevenson	Executive Board Chair, (Finance & Estates, Audit & Risk, Catholic Life, CEO Performance Management)
Sue Dryden	Executive Board Co Vice-Chair, (HR & Pay [Chair], Standards, Audit & Risk, CEO Performance Management)
Linda Heaver	Executive Board Co Vice-Chair, Catholic Life [Chair], Standards, Audit & Risk, Finance & Estates, CEO Performance Management)
Rev Fr Alex Adkins	(Catholic Life, Standards)
Ann Neale	(Audit & Risk [Chair], Catholic Life, HR & Pay)
Anne Recchia	(Standards [Chair], Catholic Life, Audit & Risk, HR & Pay)
Gerard Cadwallader	(Finance & Estates, Standards)
Graham Green	Finance & Estates (Chair), Audit & Risk, HR & Pay)
Jennifer Johnson	(HR & Pay, Standards)
Rev Fr John Kyne	(Catholic Life, Finance & Estates)

School Improvement

The School Improvement Team is made up of individuals who have extensive experience of Senior Leadership. The Teams approach is to build constructive relationships which in turn produce effective dialogue with school leaders, developing and improving the delivery of education to all groups of pupils across the Trust.

The Trust expects school leaders to take responsibility for the quality of teaching and learning ensuring it is effective and that it contributes to the establishment of priorities for school improvement planning.

The role of the Director of Performance and Standards (DPS) is to work alongside school leaders to Quality Assure, support and challenge as a 'critical' partner in school improvement. The DPS Team ensure that School Self Evaluation and School Development Plans are focused and contribute to improvements within each CMAT school.

Our Governance and Compliance

Our governance and compliance team are responsible for the following areas:

- Policies – we have a full range of Trust-wide policies and procedures. For example, Data Protection, Pupil Attendance and Complaints Procedures that [can be viewed on our website here](#).
- PA to CEO and PA to DCEO.
- Data Protection (including DPO role, data breaches and Subject Access Requests).
- Training compliance.
- School website compliance.
- Complaints.
- Admissions. All matters relating to CMAT Governance (Executive Board of Directors) & Schools' Local Governing Bodies (LGB): Supporting with Governor Recruitment and Appointments Process, Trust Governor, Symposiums and Governor Training, Governor Compliance, Governance Annual Meeting Schedules, LGB Effectiveness & Impact.
- Trust bulletin communications – a fortnightly bulletin is sent out via e-mail which provides updates from the Trust in all areas including from the CEO, Catholic life, Policy and Compliance, Directors of Performance and Standards, HR, Continued Professional Development, Marketing, Key Dates and Reminders.
- Statutory compliance – all statutory required documents [can be viewed here](#).

For further information on any of these areas [please visit the Governance section on our website](#).

If you have any queries regarding any of this information, please contact us either via:

email: contactus@ololcatholicmat.co.uk or tel: 0115 8515454.

Safeguarding is EVERYONE'S responsibility

Keeping Children Safe in Education 2023- Statutory Guidance for Schools and Colleges' (DfE September 2023) contains information on what schools, including schools, should do and sets out the legal duties with which they must comply.

This statutory guidance should be read and followed by all members of staff working within OLoL CMAT Schools.

It is essential that everybody working in OLoL CMAT Schools understands their safeguarding responsibilities.

Governing bodies and proprietors will ensure that those staff who work directly with children read as a minimum, *Part one of Keeping Children Safe in Education 2023 (KCSIE)*.

Governing bodies and proprietors, working with their senior leadership teams and especially their Designated Safeguarding Lead (DSL), will ensure that those staff who do not work directly with children read either *Part one or Annex A (a condensed version of Part one) of KCSIE 2023*

As part of our Safeguarding offer, OLoL have a team of people who lead on safeguarding our pupils, they are our Designated Safeguarding Leads (DSLs). DSLs are also the people who will support with any concerns raised around children's health, wellbeing and safety. If you have a concern regarding the wellbeing, health, development, relationships or safety of a child, please use the contact details below:

- **Safeguarding hotline number** for OLoL: 01158550557
This will be diverted to our safeguarding team between 9am-3pm weekdays and will send a voicemail to the safeguarding team outside of these times.
- *Email: Robert della-Spina (Trust Safeguarding Lead) Tel: 07961203307*

Please note:

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to local authority children's social care (and if appropriate the police) is made immediately.

Please contact your link DPS, or the DPS safeguarding lead if you have any concerns or questions linked to safeguarding.

Referrals should follow the LA's referral process.

Allegations against members of staff procedure:

- *Allegation against a member of staff – report to the headteacher.*
- *Allegation against the headteacher – report to James McGeachie, CEO.*
- *Anyone can report any concern to their LADO.*
- *If school receives an allegation relating to an incident where an individual or organisation was using your school premises for running an activity for children, you should report it to the Headteacher and inform the local authority designated officer (LADO) (Pg 377 KCSIE 2023)*

Please visit the [safeguarding page on our website](#) to view our safeguarding policy and for information for parents, staff, pupils, eSafety and mental health and well-being.

The induction process and probation

The induction process is designed to welcome you to our family and allow you to make the best possible start to your role within the Our Lady of Lourdes Catholic Multi School Trust (OLoL). You will be provided with both a Trust and a school induction.

Trust induction

The Trust induction is an opportunity to learn more about OLoL, including our shared values and mission, trust wide policies, the central team, benefits, contractual information and working practices. It will also be an opportunity to learn more about the Diocese of Nottingham and the Catholic Education Service.

The Trust induction is through shared sessions held for all employees of OLoL. Sessions normally run for around one hour. Both the CEO and the Diocese of Nottingham will be involved in delivering these induction sessions. Sessions usually run in July, November and March, please **click here to book a session**.

School induction

The aim of the school induction is to allow you to become familiar with colleagues, your team and department, your job role, school specific arrangements and policies for example, dress codes, breaks and the health and safety requirements within your school or area of work. Details of your induction programme will be provided to you either at a welcome meeting or transition day before starting your role or on your first day. It will be your line managers responsibility to ensure the delivery of the induction programme and they will be your contact for any queries or questions.

For those working in the central team you will receive a similar induction programme tailored to the specific team you are working in.

Training

All mandatory training such as safeguarding, GDPR and health and safety is delivered online. You will be sent a link and password to the training portal either before starting your role or on your first day. You will be assigned job specific mandatory training which you must complete by the allocated deadline.

The probation process

Where appropriate, OLoL Trust contracts may include a probationary period of up to six months. The purpose of the probationary period is to support your integration into a new role and to allow additional support to be given where required.

The probation process begins with an initial meeting between the employee and line manager. During the meeting the following topics will be discussed:

- *What the employee is expected to achieve in their role during the probationary period and thereafter.*
- *What successful integration into the role might look like, and how this could be evidenced.*
- *How any emerging training needs or challenges in role might be identified, and the processes for securing additional support.*
- *The dates that probationary period review meetings will become due, and what to expect from the mid-probationary period review and probationary period completion meetings.*

You will have a mid-probation review meeting which will help you to identify any gaps in the induction process or barriers to successful integration into the role.

There will be a further meeting at the end of the induction period. The aim of this meeting is to discuss the probationary period as a whole, reviewing progress and successful integration into the role as outlined in previous meetings.

Once you have successfully completed your probationary period your appointment will be confirmed by a letter from the OLoL HR team.

Key HR information



Employee Benefits 'Vivup' – access to lifestyle savings, advice and more

Follow the instructions below to register:

1. When you join us, you will receive an email from email@employeebenefits.vivup.co.uk
2. In the email, click 'Log in to Vivup benefits' and you will be taken to the Vivup website
3. Set your password and agree to the terms and conditions to complete your registration.

If you don't received the email from Vivup, you can register yourself on the website with your work email by visiting vivup.co.uk or contact the Vivup Customer Services team for support:

Phone: 01252 784540

Email: customersupport@vivup.co.uk



Employee Assistance Programme

Confidential, impartial assistance to help you in times of need including a 24/7, 365 days helpline and face to face and virtual counselling sessions. You don't need to be registered with Vivup to contact the EAP, simply call 03303 800658.



Trade Union Membership

You have the right to join a trade union of your choice and take part in its activities. The unions currently recognised by OLoL are NEU, NASUWT, NAHT, ASCL, Unison, Unite, GMB and Community. You can however choose to join any other Union that is not recognised on this list.



Accessing policies

The majority of our HR policies, for example, pay, performance management and absence are developed by the Diocese of Nottingham. You can access these policies via your school office. If you have any questions or unable to access any required policy, please do get in contact with HR.



Pay information - for Support staff and Central Team

- **Pay day and period** – your salary will be paid on the 22nd each calendar month into a bank or building society account, part in advance and part in arrears. This means that you are paid per calendar month, for example, pay received on the 22 March covers the period 1 to 31 March.
- **Additional Hours** – you may on occasions be asked to work additional hours/overtime. Where possible, these hours should be taken back as time off in lieu. If this is not possible you can claim for additional hours, providing this is agreed by your manager. To receive payment for these hours an overtime claim form needs to be completed and authorised. The claim form must then be returned to the school office who will process this and include it in the school's monthly overtime submission to payroll. Overtime will be paid the month after it is worked, for example, additional hours worked 6 February will be paid in March's payroll (on the 22nd).
- **Pay bands** – please **click here** for current support staff pay scales. These pay bands are based on an employee working full time, 37 hours a week over 52 weeks a year.

For any employees working term-time (38 or 39 weeks per year), term time +1, 2 or 3 or part-time their salary will be pro-rated from these bands.

These pay scales adhere to the National Agreement/ National Joint Council (NJC) on Pay and Conditions (Green Book) and are updated annually in accordance with any NJC uplifts. These tend to be agreed during the Autumn term and backdated to the 1 April of that year.



Pay information - for Teachers

For teachers, decisions regarding pay progression will be made with reference to Performance Review outcomes and will need to be approved by the pay committee.

Pay progression will be effective from 1 September following the successful completion of the performance review period. In most cases, pay progression for all roles will be by one increment point. In exceptional circumstances a Headteacher or pay committee may recommend additional progressions of a further increment.

Please see below summary:

Unqualified Teachers	Progression up the unqualified scale is not automatic and will be made based on meeting relevant standards.
Early Career Teachers (ECTs)	Pay decisions will be made by means of the statutory induction process. On appointment ECTs will normally be appointed on point M1. On successful completion of year 1 of the induction period ECTs will be eligible for pay progression of 1 increment (i.e. M2). On successful completion of the induction period ECTs will be eligible for pay progression to M3.
Main Payscale Teachers	Teachers who are deemed to have passed their performance management cycle will be eligible for a pay increment unless they are at the top of their pay range (main payscale).
Upper Pay Range	Any qualified teacher can make an application once a year to be paid on the upper pay range. The application will need to show evidence from the past two years that it meets the relevant Teachers standards criterion. If the application is successful, normally teachers will be placed at the bottom of the upper pay range. Following the move onto the upper pay range, if eligible (meeting relevant Teacher's standards, achievements and contribution), a teachers will be considered for further progression, normally after a sustained period, defined as a minimum of two years. If successful progression will be by one increment point until they reach the top of the upper pay range.
Leading Practitioners	The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum Leading Practitioner Range. Annual pay progression is not automatic, decisions will be made based on the Leading Practitioner's performance based on the performance management process. Progression will be by one increment until they have reached the top of the allocated pay range for the post.
Leadership Pay	The pay range for leadership posts will be determined by the pay and performance committee, based on the appropriate group size for the school. Leadership post holders will progress by one point until they reach the top of the allocated pay range for the role. This is subject to evidence of sustained high-quality performance.

For further information on pay, please review the OLoL Pay Policies available at your school.



Holidays and annual leave

Your annual leave entitlement will be outlined in your offer of employment. The amount of annual leave you are entitled to will depend on your length of service and pay banding. Annual leave entitlements will be pro-rated for any employees working part-time.

For staff working on a term-time only basis (including teachers) their annual leave is deemed to be taken during the school holiday periods. Your salary includes holiday pay calculated in accordance with these annual leave entitlements. School closure and holiday periods will be determined by the school and they will provide further details on this. For central team employees working term time who are not assigned to a specific school please speak to your line managers regarding which holiday periods to follow.

For staff working all year round, annual leave should be taken outside of term time, wherever possible.

The annual leave year runs from 1 September to 31 August 2022. If you commence employment part way through the leave year you will receive a pro-rata entitlement.

For support staff-please see below overview regarding leave entitlement depending on your length of service and pay band. For term time only staff this will be pro-rated calculation based on your actual working weeks per year i.e. 39 plus holiday entitlement (including 5 days inset). Some staff may work more than 39 weeks, these additional weeks will be included in your calculation. The details regarding your working weeks will be outlined in your contract of employment.

Bands 1-5		
Less than 5 years	5 Years	10 Years
26 days leave	31	33
Bands 6 and above		
Less than 5 years	5 Years	10 Years
28 days leave	33	35

Requests for 'other leave'

OLoL acknowledges that there may be the need for additional periods of leave, particularly for compassionate or personal reasons. Requests for such leave will be considered in accordance with the school's leave policy.



Pension

If you are between the ages of 16 and 75 you will be automatically enrolled into a pension scheme. For teaching staff, you will be enrolled into the Teachers' Pension Scheme (TPS) and for all other employees you will be enrolled into the Local Government Pension Scheme (LGPS). You may opt out of the pension scheme at any point during your employment and you will need access the appropriate 'opt out' form from your relevant provider online.

Local Government Pension Scheme

Which LGPS you will be enrolled into will depend on the location of your school. Your LGPS will contact you shortly after you commence employment, either by e-mail or post and will provide you with account details and log on instructions for their online portal. You will need to access your account and provide any requested information, such as previous LGPS pensions, any pension transfer requests and death grant nomination. Please note that for some LGPS you may be sent details and a registration form with your offer of employment documentation.

Teachers Pension Scheme (TPS)

If this is your first role in teaching the TPS will contact you shortly after you commence employment with full details regarding the scheme and what information you will be required to provide. If you are already in employment as a Teacher, the TPS will be updated regarding your new employer and role and your account will be updated.

Other benefits

Flu Vaccinations

We hope to continue to be able to offer flu vaccinations annually to our staff at no additional cost to them. Communications around this is normally sent out in September. You will be asked to complete a short form to enable the Trust to order your vouchers, these will then be issued to your school/central office for distribution.

Academy Trust Inset Day

Each academic year we hold a Trust wide inset day. By bringing together resources and ideas from all of our schools we are able to deliver a very special day of inspirational talks, support sessions and well-being activities. The inset day normally takes place around February half term.



Performance management

Performance Management is a supportive and continuous process, with the aim of informing the employee's continuing professional development and connecting this to the Academy Trust/school's strategic priorities and any relevant professional standard. OLoL wishes to encourage a culture in which all employees take responsibility for improving the Trust through appropriate professional development. Professional development will be linked to OLoL's improvement priorities and to the ongoing professional development needs and priorities of individual employees.

The performance review period runs from 1 September to 31 August. All employees are expected to have one formal annual review which will be at the end point of the annual review period, please see below for specific timelines relevant to your job role. A performance review report will be produced following this end point and formal meeting. Performance and development priorities should however be continually reviewed on a regular basis throughout the year. These can be informal discussion either in person or through other appropriate mediums and will allow for any adjustments in objectives and priorities as well as ensuring the employee is supported to enable them to succeed.

Employee's will have the opportunity to complete a self-review form, this will help focus their feedback and provide their input into the performance throughout the period. Please refer to your school office or line manager for a copy of the self-review form.

For Teachers

The review is conducted by the headteacher or person appointed by them, such as the employee's line manager. For headteachers the review is conducted by a panel appointed by the board. The annual performance review will be completed as soon as practicable following the end of the performance review period, but by no later than 31 October for teaching staff and 31 December for Headteachers. The performance review will inform Teachers' pay progression.

For Support Staff

The reviewer is normally the member of staff's line manager, who will be appointed by the Headteacher/CEO to carry out the Performance Review process. For classroom support staff and support staff within OLoL central team performance reviews will be completed by 31 December. Performance reviews for all other school-based support staff will be completed by the end of the Lent Term.

For further information, please refer to the OLoL Performance Review Policy and Procedures which will be available from the school office or line manager.

Contacting us via email

HR queries: hr@ololcmat.co.uk

Payroll queries: payroll@nottingham-cmats.co.uk

Pension queries: pensions@nottingham-cmats.co.uk

Continued Professional Development (CPD)

We understand the importance and value of continued professional development for all staff and our goal is to deliver high quality training that supports everyone in OLoL. The CPD offered will enable you to renew existing skills and learn new things to deliver an outstanding Catholic education for all.

All the information about the training available can be found in the CPD brochure. Please **visit the CPD pages on the Our Lady of Lourdes website** to access this and for further information.

Our key objectives are to:

- *Deliver training opportunities for all staff so they can grow within their role and develop their skills,*
- *Provide training to refresh and expand knowledge to enable all to achieve their goals,*
- *Engage with external experts to develop teaching practices and knowledge to deliver outstanding outcomes for our students,*
- *Provide outstanding leadership training to develop future leaders.*

How to book

Booking onto a training course is simple.

Click here to use our online booking portal.

Just find the course you'd like to book onto, enter your details and it's done!

Contacting us

If you have a question or would like further information, please email: **Liz Hopkins, CPD Hub**



Finance information

Expenses

During your employment you may at times have a need to claim expenses, for example, mileage claims when travelling to another school or location. Please speak to a member of the school office who will have access and be able to download a copy of the expenses claim form from our finance portal. This will need completing and must be supported by receipts for fuel or other expenditure incurred. It will need approving by your line manager before being returned to the finance department.

Educational visit/trip proposal

If your role involves planning and organising an educational visit, please complete a copy of the educational visit proposal and submit it to your finance team for approval. The proposal form can be accessed from the school office who will be able to download a copy from the finance portal.

Purchasing

If during your employment you have a requirement to purchase goods and services, a purchase order (PO) must be raised on our purchasing system and issued to the supplier in advance of any order. Please refer to your school office who will have access to our purchasing system and finance portal or speak to a member of the finance team.

Quotes

Before placing an order we are required to evidence that we have obtained value for money:

- For orders up to the value of £5,000 – 1 quote is required
- For orders between £5,000 and £10,000 – 2 quotes are required
- For orders between £10,000 and £25,000 – 3 quotes are required
- For orders greater than £25,000 – Please email the finance department

Payment requests

Goods and services should always be purchased from an existing supplier when possible. The school office will be able to help you identify a suitable supplier from the list. On the rare occasion that you have to purchase items from a supplier who isn't currently on our supplier list, and they are unlikely to be used more than 2 or 3 times in the future, you should complete a payment request form which the school office will be able to access from the finance portal. If the purchase is below £250, where possible, we would advise using the school's multi-pay cards.

Amazon

Our Lady of Lourdes operates a Trust-wide Amazon account. Purchases from Amazon should not be processed on personal or school accounts. To purchase through the Trust-wide Amazon account you will need to include an approved purchase order number, but you will not need to input any payment details as the Trust will be invoiced directly by Amazon.

Amazon should not be used to bulk purchase items that are available from other existing suppliers, for example, books, as delivery is often phased which has a negative environmental impact.

Multi-pay cards

Each school has a small number of multi-pay cards to be used to make purchases and operate in a similar way to a credit or debit card. The school office will require any receipts, and these will be uploaded to the finance portal within 5 days of purchase.

Further details on the use of multi-pay cards can be found in the multi-pay card policy, which is available on the finance portal. Please note that multi-pay cards can only be used by the named holder and must not be used for purchases from Amazon.

New supplier requests

If existing suppliers cannot meet a requirement and a new supplier that can is identified, you will need to complete a new supplier request form.

New suppliers should only be added if existing supplier cannot meet requirements and you believe they will be used on more than 3 occasions and the value of the purchase is greater than £250. If this is not the case, see the payment request form or the multi-pay card.

New supplier requests should be made using the new supplier form which the school office can access on the procurement portal.

Contacting us

Finance queries: finance@ololcatholicmat.co.uk

Invoices: invoice@ololcatholicmat.co.uk

Purchasing queries: procurement@ololcatholicmat.co.uk

Estates, Facilities and Health and Safety

Our team works with our 36 schools to create well-designed, accessible, inclusive learning environments that inspire and drive new thinking and change – supporting the delivery of high-quality educational experiences. We ensure our schools are safe places to work and learn, being flexible and responsive both to changes in demand and development opportunities and to learners' and teachers' requirements.

We deliver capital improvement projects across OLoL premises to create sustainable schools that are designed, built and operated to be environmentally and energy efficient, helping to contribute to delivering year-on-year reductions in greenhouse gas emissions and lowering our carbon footprint. We also manage whole school maintenance and health and safety for staff, pupils, visitors and contractors in line with our carbon neutral aim set for 2030.

Contacting us

All safety, health, environment, facilities, premises, school build and training questions should be made to your Head Teacher / Acting Head / Head of School/ Lead Admin or School Business Manager.

If your questions cannot be answered in your school, please email the Estates team:

Director of Estates: d.burrough@ololcatholicmat.co.uk

Estates Manager: emily.harman@ololcatholicmat.co.uk

Maintenance Manager: maintenance@ololcatholicmat.co.uk

Marketing

Our team provides marketing and communications support for our 36 schools as well as our Central team. Some of our work includes the creation and delivery of marketing solutions to help raise the profile of OLoL and its schools to external audiences. Our work in this area is particularly focused on supporting pupil and staff recruitment.

We are responsible for the Trust communication channels including social media, the website, a quarterly newsletter and internal email campaigns. These channels help us to develop and improve staff communications and connectivity between all internal and external audiences. We also act as the point of contact for all school media enquiries by providing external communication support including press releases and public statements.

Contacting us

All marketing and communication enquiries: marketing@ololcatholicmat.co.uk

Information Technology Team

Our team works to improve IT and IT related services across all our schools. We strive to develop our learning environments to be able to use new, appropriate and safe technologies. We ensure our broadband and communications systems are safe, secure and resilient and we work to develop these systems as needs change.

We manage relationships with key IT partners, including IT support, photocopier providers, MIS providers and broadband suppliers and provide procurement support for larger IT projects. We actively keep up to date with cyber security and safeguarding – ensuring that school information and systems are secure.

Contacting us

All questions should be made to your Head Teacher / Lead Admin / School Business Manager/ IT \ Co-ordinator/On site IT Provision or your external IT support organisation. If your questions cannot be answered at the school, please email IT: itcontact@ololcatholicmat.co.uk, where our IT Director or one of our IT Network and Support Managers will get back to you.



**OUR LADY
OF LOURDES**

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