



12th October 2021
Our ref: GW/Occupation Schools

Dear Chair of Governors

Occupation of School Premises document

We are aware that governors of the schools in the trusteeship of the Archdiocese of Southwark take their responsibilities seriously and act with great diligence for the benefit of the pupils/students entrusted to their schools.

The primary responsibility of the Governing Body of a Catholic school is to occupy and conduct the school on behalf of its Trustees and under the supervision of the Archbishop. The attached document sets out in detail the specific parameters of the governors' responsibilities as 'occupier' of premises. This document was approved by the Trustees of the Archdiocese of Southwark on 23rd June 2021. We ask that you make sure that the Governing Body familiarise itself with the content of this document and comply with the obligations this document imposes on it. This replaces any previous document of this type.

Chairs of Governors of schools that under the trusteeship of a Religious Order should liaise with their own trustees. The text of this document is based on a template provided by Catholic Education Services. We can make that template available upon request to patrickharrison@rcaos.org.uk

Please pass on our thanks to all the governors of your school for all their hard work.

Best wishes

Paul McCallum
Chief Operating Officer
Archdiocese of Southwark

Simon Hughes
Diocesan Schools Commissioner
Director of Education