



The Dove Federation Governing Board Newsletter

26th March 2018

Dear all

It has been a very busy second half of the Spring Term. Governors, staff and pupils have all been working very hard, despite the snow, and have definitely earned their Easter Holidays. I need to start with an apology, I am sorry in my previous letter the email address given out was incorrect, the correct address is: chairofgovernors@thedovefederation.norfolk.sch.uk

Interim Headteacher

As you are aware Mr Dekker has not been in school this term and Mrs George has been working with us. We would like to take this opportunity to thank her for all her support and hard work and we are delighted to inform you that she has agreed to continue working with us through the next half term. We would also like to take this opportunity to wish Mr Dekker a speedy recovery and we will keep you informed with more information when we are able.

Forum Invite

The Governors would like to invite you to a Forum meeting on:

Monday 16th April 2018

We will be holding both Staff and Parent Forums on that day at Caston Primary School, these are for both schools to attend. Times will be 3.45pm for Staff and 7.30pm for Parents / Carers, please do come and join us as we would love to share with you about the work we are doing. A letter with information shared on the evening will be sent out after the event, so you won't miss out if you are not able to attend or can't arrange child care. We would love the chance to meet with you and there will be an opportunity to ask questions.

Governing Board

A new Governing Board was appointed on the 5th February 2018.

The members of our current Governing board are:

Parent Governors - Sarah Williams, Ben Schadla-Hall
LA Governor - Jan Munn
Staff Governors - to be advertised after Easter
Co-opted Governors - Lis Walker, Neil Groves, Helen Adshead
Foundation Governors - Pat Precious, David Saunders
Headteacher - Pat George (Interim Executive Headteacher)
Clerk - Sheila Hoyle

Chair of Governors is Helen Adshead
Vice Chair of Governors is Sarah Williams

Changes after Easter

The Governors have started the process of reviewing a number of areas of school life and you will hear more from us about this in the future and also as we implement any changes that are needed. We will also review our changes to ensure they are successful. We have recently looked at collective worship and the structure of the school day, and have agreed that the organisation of the school day needed to change, so after the Easter Holidays (from Monday 16th April 2018) the following will be implemented for the start and end of the school day and we have agreed to move the collective worship to the morning. Celebration assemblies will remain unchanged.

Start of the school day

The gate will open as normal at 8.45am, but instead of escorting pupils to their classroom, children and parents will be met on the playground by members of staff. Pupils will have the opportunity to play before school starts.

At 8.55am the whistle will be blown and pupils will be expected to line up.

They will then say goodbye to their parents and will be taken into school by the class teacher ready to begin their school work.

The gate will be locked at 9.00am and we will ask parents to clear the playground so we can secure the site.

If parents need to speak to the staff in the school office, they will be available as normal but please can parents go round the outside of the schools to access them.

If your child uses breakfast club they will be taken into the playground at 8.45am and looked after by staff, so they can join their classmates for the start of the school day.

This change to the start of the school day will give you a chance to have an informal conversation with a teacher if you wish.

If you think your child will struggle with this new system please let the school office know.

Reception children during their first term will be able to have parents line up with them until they are ready to line up by themselves.

If there is heavy rain in the morning, your children will say goodbye to their parents on the playground and go straight into school.

If you arrive after 9.00am, please take your child into school via the school office. Please try to be on time so your child doesn't miss out on any learning.

End of the school day

The gate will be unlocked at 3.10pm so that parents can come into the playground to collect their children.

At 3.15pm, all classes will be escorted to the playground by their class teacher who will ensure all children are picked up by the correct person.

At 3.25pm, the gate will be locked and any remaining children will then need to be collected from the school office area. Please be prompt to collect your children.

Pick-up arrangements

Parents and carers need to inform the school office in advance if they are giving permission for someone else to collect their child or there are changes to the normal pick-up arrangements.

School day

We are changing the school day slightly to ensure that all pupils and staff can attend collective worship and teaching time is maximised

New times are as follows:

Morning School 9:00am - 12:00pm

Collective Worship 9.10am - 9.25am

Morning break (all pupils) 10.30am - 10.45am

Lunch and play time 12:00pm - 13:00pm

Afternoon School 13:00pm - 15:15pm

Afternoon break (Reception and Year 1 and Year 2 only)

Information

If you have a query about your child's education, please direct it to the class teacher in the first instance. Teaching assistants, kitchen staff, office staff, volunteers etc. will not be able to give you information about your child.

If you are unhappy or still concerned about your child's education, then please speak to Mrs George.

If you feel that has not worked in resolving your issue then you may contact the Chair of Governors via the email address at the top of the letter or by request via the school office.

If it is needed and a complaint needs to be dealt with a Governors panel can then be convened to hear evidence about how the school is not meeting the needs of your child. The panel's decision is final.

Most queries and concerns can be dealt with by the class teacher and they are always your best starting point. Please direct your concerns to the right people.

Your Views

We would like to hear your views, Staff and Parents will be receiving questionnaires at the start of the Easter term to allow us to do this.

Parents are also encouraged to use the Parent View site from Ofsted, it is very easy to register you just need an email address and the survey will ask you 12 short questions, so it doesn't take long to do. This is the website address: <https://parentview.ofsted.gov.uk/> or you can send feedback direct to the myself on the email address: chairofgovernors@thedovefederation.norfolk.sch.uk

Finally, I just wanted to wish you all an enjoyable Easter holidays.



Kind regards
Helen Adshead
Chair of Governors