



Executive Headteachers' Bulletin

Autumn B 2024



The CARE Federation

Welcome to the second half of the Autumn term! This is always a busy half term, with lots of learning but also lots of exciting events. Routines are really helpful, especially to children, so we aim to keep most of our special events to the last two weeks of term.

Last half term was long! I know that everybody was ready for a rest over the half term holiday and I hope you managed to re-charge and enjoy the break.

Woodland View Junior School welcomed Ofsted before half term and I would like to extend my thanks to the staff across the Federation who were a fantastic support and to all the children and families of Woodland View who really enabled our school to shine. We hope that the report will be available for us to share with you before Christmas.

In staffing news, Mrs Carr, Finance Officer, will be leaving us this half term to take on a new challenge. We wish her every future success. At Sparhawk, we hope to soon be welcoming back Mrs Bowler and Mrs Pagendam following their medical procedures and a new Year 1 teacher will be joining the team, too!

I will be hosting Parent Forums later this half term. Any parent or carer of a child at our schools is very welcome. I hope that some of our Governors may also be able to attend. I will share dates and details soon, so please look out for this and I look forward to seeing you.



Governing Board

I am pleased to share that Jo Thompson and Hannah Collison-Smith have been elected as Co-Chairs of our Governing Board.

Unfortunately, Daniel Kraszlan has decided to step down as Parent Governor due to work commitments. We thank him for his contributions over the past year. We received two nominations for the vacant Parent Governor position. Daniel's resignation means that both nominees will now be elected. We look forward to working with Mr Constantinides and Mrs Threadgold.

We also wish farewell to Imogen Wilson, a co-opted governor and thank her for her service. If you know anyone who may be interested in supporting our Federation in a governance role, please ask them to make contact.

Individual Schools, Together

Working together is a real strength of Federation.

The Subject Leaders of each of our schools have already started attending professional training meetings together. These will continue across the year and allow our Subject Leaders to bring and share best practice to all of our children and support each other in the process.

Our schools have also benefitted from sharing the skills of our senior leaders. Mrs Payne (Woodland View) and Mr Ainley (Sparhawk) have worked together to support children with Special Educational Needs, Mrs Payne and Miss Owen (Spixworth) have led training to support high level behaviour for Sparhawk staff and Mrs Payne, Miss Owen and Mrs Munday (Sparhawk) will all be collaborating to ensure Mr Ainley's paternity leave is effectively covered.

Volunteering Opportunities



Do you, or someone you know, have skills that you would be willing to share?
Could you, or someone you know, help one of our schools for a one-off or regular period?

We are looking for help in a number of areas, including: hearing children read, helping our children keep on top of their gardening patches and painting (indoor and outdoor spaces).

If you are able to volunteer, we would love to hear from you!

To meet our safeguarding duties, all volunteers do have to undertake a DBS (disclosure and barring service) check. These are free for volunteers but you would need to be able to provide proof of ID and address.

Attendance



We are expected to monitor the attendance of every child closely and offer support as soon as it is needed.

At the end of each half term, we update any family of a child whose attendance has dropped below 96%. In most cases, this is simply information sharing. In a small number of cases, we may be able to help families to help their child's attendance improve.

With National rules on absence tighter than before, it is more important than ever that we communicate clearly and families get any support needed, to avoid penalties.

Remember, term time holidays cannot be authorised unless there is an exceptional circumstance and any absence for other reasons that leads to or follows an unauthorised holiday, is likely to also be unauthorised.

If you do have to take your child out of school in term time evidence of appointments will be requested, or a leave of absence form must be completed in advance. This ensures we are meeting our safeguarding responsibilities.

For information, when fines are issued, schools do not receive this money. There is also no financial benefit to schools for having good attendance. The benefit is to the children – good attendance leads to better outcomes.

To read the full government guidance, please go to:
[Working together to improve school attendance \(applies from 19 August 2024\)](#)
[\(publishing.service.gov.uk\)](#)

Safeguarding



The Christmas season can be an amazing time of year. It can also be a stressful or lonely time of year. If you, or someone you know is struggling, please reach out.

Mind: [Christmas and mental health - Mind](#) (this site includes tips, support, contacts and emergency advice)

The Samaritans: 116 123

National Domestic Abuse helpline:
0808 2000 247

Report a concern about a child: 0344 800 8020

Policies



Where appropriate, our policies are for all schools.
Key points from key policies:

Accessibility policy

We have a Federation Accessibility Policy that shows our commitment to taking all reasonable steps to avoid placing any individuals with disabilities at a disadvantage and ensures barriers to learning for children are removed. This is available on our website (Governance section).

We also have individual school Accessibility Plans. These plans give a timeframe for any improvements to be made and focus on three areas: access to the curriculum, the school's physical environments and the availability and delivery of information.

If you, your child or anyone you know who accesses our school has a disability and would like to discuss how any of our schools could be further improved to make them more accessible, please ask to speak to your Head of School, who will be very pleased to meet with you.