Governing Body

Upper Beeding Primary School
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Chair: Mr M Gordon

Wednesday 6th November 2013

Dear Parents/Carers

I am writing to you on behalf of the Governing Body to explain some temporary changes at Upper Beeding for the Spring and Summer terms. Mrs Linford has been asked by the Local Authority to support Jolesfield C of E Primary School as an Advisory Headteacher following their recent negative OFSTED report. As a governing body we have carefully considered this request and its potential impact. We believe that the school is in a strong position to be able to release Mrs Linford. Therefore as agreed with Jolesfield, Mrs Linford will be working there every Friday and the equivalent of an additional day a week as an Advisory Headteacher to support the school and leadership team for these two terms.

We wish to make it clear that Mrs Linford will still be the Headteacher of Upper Beeding Primary School but in her temporary part time absence Mr Hughes and Mrs Quigley will become Acting Headteachers. To limit any potential impact this may have on the children, Mr Hughes will be released from his teaching responsibilities on Fridays and for continuity Mrs Wellby will be his replacement. Mrs Quigley will be released when necessary using the current teaching staff in Reception (Miss Booker and Mrs Andrews), again to ensure continuity for the children and parents.

As a governing body we have every confidence in the staff at Upper Beeding and know that they and Mrs Linford have worked extremely hard to ensure that Upper Beeding has the capacity to support another school. We feel that this will be a mutual benefit for all involved.

If you have any questions or concerns about these arrangements please do not hesitate to speak to Mrs Linford, Mr Hughes, Mrs Quigley or a school governor.

Yours faithfully

Mr Malcolm Gordon
Chair of Governors