



11<sup>th</sup> September 2017

Dear Parents and Carers of The Sunflower Federation,

Welcome to the new school year! Both old and new students have settled in to the new term really well and are familiarizing themselves with their class teams and school routines.

I would like to take this opportunity to welcome our **new students**:-

- Eleonor, Sofia and Dihan at Meadow Wood
- Samuel, Dorothy, Elima, Aarav and Garrett at Breakspeare

They have all had a good start in their new classes.

Also a warm welcome to **our new staff**:-

- Lene Havardstun and Sharmila Rajaratnam are our new teachers at Meadow Wood and Gillian Ellis at Breakspeare. Shauna Millner has started her teacher training and will lead class 3 at Breakspeare together with Sikha Kashyap.
- Natasha Yull and Elise Tre are our new learning support assistants at Breakspeare and Zena McKey, Ildiko Harris, Sasha Knell, Georgina James and Kashel Stephens have started in their learning support assistants' role at Meadow Wood.

The governing body of the Sunflower Federation would like to express their sincere thanks to Nyree O'Brien who resigned her post as a **parent governor**. This means that there is a vacancy for a Breakspeare parent representative; I will send a separate letter to Breakspeare parents about this election.

During the summer holidays there was some **essential maintenance** work carried out at both schools. We are particularly pleased with the improved appearance of the communal areas at Breakspeare School. I am pleased to be able to share with you that much needed environmental improvements will continue at Breakspeare School throughout the year. This will inevitably cause a certain degree of disruption for some classes. However any disturbance will be planned carefully and kept to a minimum. The first project, that will start in late October, is to replace the current class 7 mobile with a permanent building. This new structure will be big enough for two classes. However this will not increase student numbers as we need to reorganize some spaces in the main school as was advised in the 'condition and capacity survey'.

At the end of the summer term Meadow Wood received new mobile soft play equipment. It is much appreciated by all the students as it provides exciting opportunities for them to develop their motor skills.

Please remember **the local authority's consultation** process regards to the possibility of increasing Breakspeare School's student numbers planned to be based on the Meadow site. The question and answer evening will be held **at Meadow Wood on Tuesday 19<sup>th</sup> September at 6 pm**.

The consultation can be accessed by the web link

[www.hertfordshire.gov.uk/consultations](http://www.hertfordshire.gov.uk/consultations) .

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**Please mark the following dates in your calendars:**

The 'Question and Answer Event' will be held at Meadow Wood on Tuesday 19<sup>th</sup> September at 6 pm with regards to local authority's proposal.

<b>Breakspeare</b>
Photographer for school photos on Tue 26 <sup>th</sup> September
Individual parent meetings Mon 2 <sup>nd</sup> October Wednesday 4 <sup>th</sup> October Thursday 5 <sup>th</sup> October
Harvest Festival 11 <sup>th</sup> October pm
Parmiter's and Breakspeare's Christmas Concert 5 <sup>th</sup> December
Christmas Show 19 <sup>th</sup> December pm

<b>Meadow Wood School</b>
Photographer for school photos on Tue 25 <sup>th</sup> January 2018
Harvest Festival 3 <sup>rd</sup> October 1.30
Individual parent meetings Monday 9 <sup>th</sup> October Tuesday 10 <sup>th</sup> October Wednesday 11 <sup>th</sup> October
Christmas Production Tue 5 <sup>th</sup> December 1.30 Fri 8 <sup>th</sup> December 9.30

In November or December we will also organize parents' evenings at both schools with a specific theme. Further information about these events later.

**Keeping children safe in education** is of paramount of importance in our schools. We have completed the safeguarding updates with our staff and carry out safeguarding training with our new staff.

I would like to remind everybody about the importance of teaching our students about safe use of the internet. E- Safety might mean that it is necessary to put some restrictions on iPads or computers. If you require advice about how to improve safety online at home with your child please do not hesitate to contact myself or Caroline Day-Lewis for further information.

**The next steps for the Sunflower Federation** are to

- Agree a logo for the federation
- Agree common mission, vision, values and aims for the federation schools
- Prepare shared learning activities
- Prepare structure of the federation leadership and admin

The work towards all of these developments has already started. You will find further information about the roles, responsibilities and working practice of governors on the website of both schools.

**Please do not hesitate to contact** myself or deputies Liz Vaughan at Breakspeare and Caroline Day-Lewis at Meadow Wood if you have any questions about your child's schooling. I am looking forward to meeting with you during the term.

Kind regards,  
Merja