



Breakspeare School

Gallows Hill Lane
Abbots Langley
Hertfordshire
WD5 0BU

Tel: 01923 263645

Fax: 01923 260087

Meadow Wood School

Coldharbour Lane
Bushey
Hertfordshire
WD23 4NN

Tel: 020 8 4204720

Fax: 020 8 4205497

admin@breakspeare.herts.sch.uk admin@meadowwood.herts.sch.uk

26th June 2018

Dear Parents and Carers,

It has been very busy term and I would like to inform you about some important developments at both schools:

1. New leadership and admin structure
2. New teacher appointments
3. Breakspeare's class based at Meadow Wood
4. Building work at both schools
5. The budget situation

As you may remember the Sunflower Federation was established on 15th May 2017. Since then our governing body has worked really hard planning the restructure of the school, in particular in the leadership and administration. In September 2018 the Sunflower Federation's **leadership and administration roles** are as follows;

Lead Leaders		
Merja Paakkonen , Head teacher Caroline Day-Lewis , Deputy head – whose key roles are pastoral care, safeguarding and behaviour support Darren White , Deputy head – whose key roles are teaching and learning and assessment Jane Woods , Office manager – whose key role is leading the administrative team with responsibility for finance and premises		
Wider Leadership	Breakspeare	Meadow Wood
Phase leaders	Monica Jakubecka (lower) Gillian Ellis (middle) Charmaine Bromfield (upper)	Trish Poole
Specialist Leaders working across the Federation	Sophia Rook in Autism, ASD Sue Douthwhite in ICT Vacancy in PNI	
The Federation ADMIN	Breakspeare	Meadow Wood
Claire Pearce Deputy Office manager for HR and support in premises and finance Krishna Patel Finance Assistant Peter Desborough /HfL Accountant/monitoring	Administrators Liz Smith - Pupil admissions and EHCPs Caroline McCormack - Dinner monies, parent funds, absences Celia Andreas - Administrative support, orders	Administrators Linda Lehane - Pupil admissions and EHCPs - Pupil absences, dinner monies Fouzia Nemati - Administrative support, orders
Premises	Breakspeare	Meadow Wood
	Jo Halward Site manager	Alan Walsh Site manager

Our administration team has already started a gradual transition towards their new roles. Thanks to Celia's and Fouzia's positive start in their new roles, we now have the much needed capacity in our busy offices to establish the new organisation.

The deputies will work in both schools; Darren will be working on Monday and Tuesday and Wednesday morning at Breakspeare and the rest of the week at Meadow Wood. Caroline will start her week at Meadow Wood on Monday and Tuesday and will be at Breakspeare for the rest of the week. I will continue to be working across both schools. It is also important to notice that Caroline Day-Lewis will be working in a full time capacity in her new deputy role across the federation.

Monika Jakubecka is a new appointment as a phase leader and a class teacher in Breakspeare's lower school. She is an experienced SEN practitioner who has vast experience in ASD. **Hugo De Silva** has been appointed for PE across the federation. He will work at Breakspeare on Monday, Tuesday and Wednesday and at Meadow Wood on Thursday and Friday. Hugo is already working at both school as part of his induction for his new role. **Natasha Moloney** will be our new teacher at Breakspeare and Tracey Baxter at Meadow Wood. Tasnim Ali will be our student teacher in a Teacher Direct Programme for the next academic year. We have also appointed **Darcy Frayne** as a second HLTA at Breakspeare School.

You will be sent a **separate letter** in July about your child's teacher and support staff and his/her class friends for the new start in September 2018 .

Sadly it is also time to say some '**Good Byes**': Liz Vaughan has been amazing in her role as an acting deputy working in both schools. She will make a career move to a residential school setting to Kent. We wish her all the best in the future! Heliska Hugo, Julie Jackson and Laura Phillips will be greatly missed as they all start new roles in September in other settings. Heliska from Breakspeare and Julie and Laura from Meadow Wood, have made a significant contribution to the quality of our students' school experience. Thank you all for this!

Both schools will be oversubscribed for the September start; Breakspeare will have 85 students and Meadow Wood 34. We will have nine new students at Breakspeare; one secondary transfer to Breakspeare school and 8 early years students starting in our new Squirrels class which is based on the Meadow Wood site. The building work for this class at Meadow Wood has been carried out effectively the new classroom is amazing. There will be 8 new students starting at Meadow Wood. Together with Squirrels class it means that there will be 16 new students in our Meadow Wood School community; the transition of these students has already started. It will be very exciting times at Meadow Wood in September.

Breakspeare has gone through massive **building work** during the academic year 2017-18 which has been funded by the DfE. As a result of this we have a new 'two-classroom building', 2 refurbished and enlarged classrooms (C2 and C6), two upgraded and refurbished toilet areas, a new laundry and a new large PPA room. This development will be completed during summer holidays.

I am happy to share with you that **the budgets of both schools continue to be well balanced**. This enables us to maintain our high staffing ratio and to continue to further develop our buildings and premises using our own funds. At both schools we have prepared survey based comprehensive asset management plans that are an important base for our successful budget management.

Lastly I would like to invite you to join

- St Lawrence Church Fete 30th June 2-5 pm (Abbots Langley, High Street). This is a fun packed event for the whole family. The proceeds will be shared between Breakspeare and Demand.
- The Quiz Night at Breakspeare School on Friday 6th July 7pm-10pm. This event is organised by Breakspeare PSA and it will give an unforgettable opportunity to have fun in like-minded company. Please bring your own drinks and nibbles.

Best wishes, Merja