



CONSULTATION ON

A PROPOSAL TO FEDERATE ORCHARD PRIMARY SCHOOL AND SOUTHWOLD PRIMARY SCHOOL

CONSULTATION PERIOD: FRIDAY 8 FEBRUARY – FRIDAY 22 MARCH 2013





GOVERNORS

WANT TO HEAR YOUR VIEWS ON THIS PROPOSAL

The Governing Bodies of Orchard and Southwold Primary Schools confirm that we are in agreement with the proposal to federate and are seeking the views of parents, carers and staff on the idea of establishing a federation between the two schools from 1st September 2013.

The Governing Bodies believe that there will be benefits for:

1. **Pupils**, as both schools will be able to continue to share the costs and expertise in providing an exciting curriculum and developing the quality of teaching and learning.
2. **Parents** to have confidence in the stability of leadership for both schools into the future.
3. **Staff** will gain considerably from shared professional and career development opportunities resulting in the schools continuing to attract and retain the best teachers.

Governors are determined that both schools retain their own identity and ethos as part of their local communities. This document explains what federation means, how it is different from the current partnership and how you can make your views known.

Governors of both schools wish to consult and gain the opinion of all stakeholders. The following times have been set aside for parents and carers to meet with School and Governing Body representatives to discuss the federation proposal. Please drop in at any time during the time slots below.

ORCHARD PRIMARY SCHOOL

Wednesday 27 February 2013, 4pm – 5pm at Orchard Primary School

Thursday 28 February 2013, 9am – 10am at Orchard Primary School

SOUTHWOLD PRIMARY SCHOOL

Monday 4 March 2013, 4pm – 5pm at Southwold Primary School

Wednesday 6 March 2013, 9am – 10am at Southwold Primary School

In addition to these times, the following evening meeting has been arranged, which is open to parents and carers with children at either school:

Tuesday 5 March 2013, 6pm – 7pm at Orchard Primary School.

Governors welcome your views on the proposal to federate the two schools. Please let us have your comments at these meetings or:

- Hand in your completed response form to one of the schools (there is a sealed box in each school's reception area).
- Send it to Tamara Al-Na'ama, Hackney Learning Trust, 1 Reading Lane, London E8 1GQ
- E-mail your comments or queries to Tamara.alnaama@learningtrust.co.uk
- You can also respond online: www.learningtrust.co.uk/consultations

Staff will be consulted via regular staff meetings at their respective school. Consultation meetings with unions will be arranged on request. If you have questions about the process, please contact **Tamara Al-Na'ama**, on **020 8820 7103** or email her at the above address.

This consultation will close on Friday 22 March 2013.

A summary of this consultation document is available in Turkish, Bengali, Somali and Polish from the school offices. Information can be provided in other languages or in large print upon request.

THE PRESENT PARTNERSHIP

Orchard and Southwold Primary Schools have worked together in a successful partnership since January 2012. By sharing expertise between both schools, this collaboration has brought many benefits to the children and staff in both schools. It is suggested that now both schools capitalise on the success of this partnership by formalising this and creating a federation between the two schools.

VISION FOR THE FUTURE OF THE PARTNERSHIP

Orchard and Southwold Primary Schools share an ambition to provide excellent education to all our pupils. We want children to experience high quality learning opportunities with consistently good teaching and high expectations of what all children can achieve. We want our schools to continue to be safe, innovative and to work successfully with parents to ensure that all of our children have the best possible chance to succeed.

ADVANTAGES OF THE PARTNERSHIP SO FAR

We believe that all children are entitled to enjoy being at school and have experiences that will enable them to be lifelong learners equipped with the skills to succeed in secondary school and beyond. This means offering children an inspiring and creative learning environment.

Among the benefits the partnership has brought are cost sharing and the recruitment of our own experienced French teacher to teach weekly classes across both schools. Also, we have recruited a new music teacher for Southwold who works alongside Orchard's to share best practice and create new musical experiences and opportunities for children.

Sharing costs and resources has resulted in savings for events such as Work Week and International Week. We have jointly planned, developed and improved wider curriculum opportunities such as Science and Technology Week, Keeping Healthy Week and school trips. Pupils from both schools have had opportunities to learn alongside each other, share experiences and develop their understanding of the wider community regardless of postcode.

We have shared training opportunities for staff, continuing to develop and nurture our staff to ensure that they provide children with the best opportunities for learning by working alongside wider experience and expertise.

We have also used the experience of both sites to develop better parent communication, for example, the use of termly reports, online booking for parents' evening, and technology to improve and develop communication.

Last year both schools achieved their highest ever number of children gaining the national benchmark of level 4 in English and Maths at the end of Year 6. Orchard achieved the highest results in Hackney putting it in the top 100 schools in the country. Both schools share the aspiration that our children are entitled to attain at least in line with national expectations. With hard work and a committed school community many of our children can achieve beyond this. We are proud of all that we have achieved through this partnership, and believe that a federation will strengthen and increase these benefits.

FEDERATION

The aim of a federation is to formalise the existing benefits of partnership by committing to continue sharing expertise, best practice, ideas and resources while being overseen by a single Governing Body.

PROPOSED STAFFING WITHIN THE FEDERATION

If the federation goes ahead it would continue to be led by Stephen Hall in the role of Executive Headteacher. Each school would have its own Associate Head or Head of School responsible for its operational management and working alongside the Executive Head. This, together with a single Governing Body, will ensure a joined up approach to running and developing the schools. At Southwold Primary School, the Headteacher would continue to be Gulcan Metin Asdoyuran. At Orchard Primary School, the Head of School post would be recruited through open competition. Both schools would continue to be supported by their own team of Deputy Headteachers. Terms and conditions for staff would remain unchanged, as would staffing policies and procedures. Staff would remain at their current school, although the

specialist knowledge and creativity of individual teachers would continue to be shared by both schools as it is now. In future, some staff could move or work across sites as part of their career development or talent sharing.

A top priority for the federation would be to ensure that all teachers are good teachers, so that all children enjoy a consistently excellent primary education. We would make this happen by working collaboratively and sharing expertise and resources, including continued joint training opportunities.

THE BENEFITS OF FEDERATION

Federation is not a merger or academy. Rather, it represents a long-term commitment to partnership working in order to provide both schools with the benefits of shared expertise and resources and strong, stable leadership. Each school would continue to serve its own community and retain its unique identity, while working hard together to realise our shared ambitions for both schools: excellent teaching, happy children and educational success.

As well as building on the successes and benefits of our partnership, a federation between Orchard and Southwold Primary Schools would bring long-term certainty about the senior leadership and strategic direction of both schools. Federation would enable Governors to contrast and compare the successes and challenges of each school while allowing for decisions affecting both schools to be made more quickly. Having a single Governing Body would halve the number of Governors' meetings attended by the school senior leadership team and remove the risk of the two Governing Bodies disagreeing over a critical decision.

PROPOSED CHANGES TO THE CONSTITUTION AND SIZE OF GOVERNING BODY OF THE FEDERATION

Under a federation, a single, newly-appointed Governing Body would be responsible for both schools. It is proposed that the new Governing Body would be constituted with 17 governors, as set out below.

| Category of Governor | Number of Governors in each category |
|-----------------------|--|
| Parent Governor | 6 (with parents from both schools represented) |
| Staff Governor | 4 |
| Executive Headteacher | 1 |
| LA Governor | 3 (cannot be employed as staff at the schools) |
| Co-opted Governor | 3 (cannot be employed as staff at the schools) |
| Total | 17 |

CHANGES THAT WOULD NOT OCCUR UNDER A FEDERATION

Under a federation, Orchard and Southwold Primary Schools would continue to operate as individual schools.

- Both schools would retain their existing character and identity.
- Admissions would not be affected by the federation.
- Hackney Learning Trust (the Local Authority) will continue to be responsible for Admissions to each school.
- Both schools would retain their individual budgets and keep clear audit trails for all income and expenditure.
- Uniforms would continue to be unique to each school, with individual logos and colour schemes.
- Pupils would remain at their existing school sites for classes and lessons.

WHO WILL DECIDE WHETHER OR NOT THE FEDERATION SHOULD GO AHEAD?

Once the consultation process is complete, a report setting out the consultation findings will be presented to a joint meeting of Orchard and Southwold Primary Schools' Governing Bodies. Each Governing Body will then meet on its own to decide whether or not it supports the federation going ahead. Both Governing Bodies have to agree to the federation for it to be created.

WHAT HAPPENS IF WE DECIDE NOT TO FEDERATE?

In this case, the Governing Bodies of both schools would need to decide whether to end the current partnership or seek to continue informally as is currently.

WHAT IF WE WANT TO DE-FEDERATE LATER ON?

If the federation is agreed, the Governing Body will review the arrangement in five years' time to see if it has been successful. If at any time the schools wished to break up the federation, there is a standard process they could follow, with a final decision to be made by the federation's Governing Body.

DO YOU HAVE ANY QUESTIONS?

If you would like any further information, please come along to any of the drop-in meetings listed on page 2, where you can speak to both governors and the Executive Headteacher about the proposed federation. Alternatively, you can contact **Tamara Al-Na'ama**, at Hackney Learning Trust on **020 8820 7103** or email at **Tamara.alnaama@learningtrust.co.uk**

CONSULTATION RESPONSE FORM

PROPOSAL TO FEDERATE ORCHARD AND SOUTHWOLD PRIMARY SCHOOLS

Please return this form by Friday, 22nd March 2013 to any of the following:

- Hand it to one of the schools (there is a sealed box in each of the school's reception areas)
- Send it to Tamara Al-Na'ama, Hackney Learning Trust, 1 Reading Lane, London, E8 1GQ; or
- e-mail your comments or queries to Tamara.alnaama@learningtrust.co.uk
- or you can respond online instead at www.learningtrust.co.uk/consultations

Name of person responding: _____

Interest in Orchard/Southwold Primary School (*please tick the appropriate box below*):

- Parent/carer of a child at Orchard Primary School
- Member of staff at Orchard Primary School
- Parent/carer of a child at Southwold Primary School
- Member of staff at Southwold Primary School
- Other (*please specify*): _____

Governors welcome your views. Please let us have your comments on the proposal, using additional paper if required.

Thank you for completing this response form.

CONSULTATION ON A PROPOSAL TO FEDERATE

ORCHARD PRIMARY SCHOOL AND SOUTHWOLD PRIMARY SCHOOLS

If you would like to find out what this document says, please put a tick in the appropriate box and fill in your name, address and phone number at the bottom of this page. Return the completed page to the address shown at the bottom.

Bu belgenin içeriğinin açıklamasını istiyorsanız lütfen bu kutuyu işaretleyin, adınızı, adresinizi ve telefon numaranızı bu sayfanın altındaki boş yerlere yazın, ve sayfayı aşağıdaki adrese gönderin. (Turkish)

Haddii aad jeceshahay in aad ogaato waxa warqadan laguugu sheegaayo, Fadlan waxa aad calaamadisaa Sanduuqan oo waxa aad Magacaaga, Adirayskaaga iyo Telifoon Lambarkaaga aad ku qortaa xagga hoose ee boggan, oo ku soo celi markaa Adirayskan xagga hoose ku qoran. (Somali)

如果你想知道這份文件的詳細內容，請在格子裡 剔一下。在本頁下面寫下你的名字，地址和電話號碼并寄到下面的地址。(Chinese)

Nếu quý vị muốn tìm hiểu tài liệu này nói điều gì xin đánh dấu vào ô và ghi tên, địa chỉ và số điện thoại của quý vị vào cuối trang này và gửi về địa chỉ dưới đây. (Vietnamese)

এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান অনুগ্রহ করে সাথের বাক্স টিক দিন। তারপর পাতাটির নিচে আপনার নাম, ঠিকানা এবং টেলিফোন নাম্বার লিখে নিম্নলিখিত ঠিকানায় ফেরৎ পাঠান। (Bengali)

જો તમને આ દસ્તાવેજ શું જણાવે છે તે વિષે માહિતી જોઈતી હોય તો મહેરબાની કરીને બોક્સમાં નિશાની કરી અને આ પાનાના અંતમાં તમારું નામ, સરનામું અને ટેલિફોન નંબર આપી અને તેને નીચે સરનામે રવાના કરશો. (Gujerati)

ਜੇ ਤੁਸੀਂ ਜਾਣਨਾ ਚਾਹੁੰਦੇ ਹੋ ਕਿ ਇਹ ਦਸਤਾਵੇਜ਼ ਕੀ ਕਹਿੰਦਾ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਖਾਨੇ ਵਿਚ ਠੀਕਾ ਮਾਰੋ ਅਤੇ ਆਪਣਾ ਨਾਂ, ਪਤਾ ਅਤੇ ਫੋਨ ਨੰਬਰ ਇਸ ਪੰਨੇ ਦੇ ਬੱਲੇ ਲਿਖੋ ਅਤੇ ਇਸ ਨੂੰ ਹੇਠ ਦਿੱਤੇ ਪਤੇ 'ਤੇ ਵਾਪਸ ਭੇਜ ਦਿਓ। (Punjabi)

Si vous désirez connaître le contenu de ce document, veuillez cocher la case et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous: (Français)

Si desea saber de lo que trata este documento, ponga una señal en el recuadro y escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la dirección que se indica abajo. (Spanish)

اگر آپ یہ جاننا چاہتے ہیں کہ دستاویز میں کیا لکھا ہے تو ازراہ کرم باکس میں ایک صحیح کا نشان لگائیے اور اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے لکھیں اور اسے نیچے دیئے گئے پتے پر واپس بھیج دیجئے۔ (Urdu)

Return to: **Tamara Al-Na'ama**, Hackney Learning Trust, 1 Reading Lane, London E8 1GQ

Your Name (please print clearly)

Address

Postcode

Telephone