



OAK HILL CE PRIMARY SCHOOL

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Acting Head Teacher: Jade Attwood, BA(Hons), NPQLT, NASENCO

24 May 2024

Dear Parents

Day to day class arrangements

Our staffing arrangements after half term will be changing as we prepare for the start of Mrs Murray's maternity leave in late June.

I'm delighted to formally welcome and introduce to you three experienced teachers who are quickly becoming part of our Oak Hill school family.

Mrs Louise Hoffmann and Miss Poppy Watkins are both from schools in the Primary QuEST trust, and have already starting working with Mrs Murray on the extended transition process we've put in place for Rowan Class. Usually, teachers are only given a few days at most with colleagues for maternity leave handovers which you'll understand can be a challenging timescale to work in. Ensuring our staff feel supported is essential for maintaining the excellent standards of education and care we're proud to offer in Rowan Class, and across the whole school.

Investing in an extended transition process for Rowan Class is a strategic decision which will benefit both children and staff over the coming weeks and months. Mrs Hoffmann began working with the class on Tuesday 21 May and will be with us for the remainder of this academic year. She is a highly experienced EYFS and KS1 teacher, bringing a wealth of knowledge and experience to our school.

Miss Watkins had her first full day visit to Rowan Class on Thursday 23 May and will continue working with Mrs Murray and Mrs Hoffmann over the coming weeks, including being a key part of transition days as we start to welcome our new Reception children plus the usual moves for current pupils to their next year groups and classes. Miss Watkins is also an experienced early years and primary school teacher with a special interest in SEND. She will be joining us full time from September.

Mr John Greenbank is an experienced Key Stage 2 teacher who has been working alongside me and the Redwood Class team as a regular supply teacher since January. Like Mrs Hoffmann and

Miss Watkins, his professional experience comes from working in small rural schools like ours where mixed age class groups are the norm.

All three teachers are committed to providing class environments where Christian values are at the heart of providing children with a quality education through a broad, balanced and purposeful curriculum.

I'm sure you will join me in welcoming Mrs Hoffmann, Miss Watkins and Mr Greenbank to our Oak Hill family.

Below you'll find an overview of how classes will be staffed until the end of this academic year, including details of each class team and a weekly class timetable. I've also provided an up to date list of all staff and governors which defines the leadership, management and staffing roles across our school.

Our Class Teams

	Redwood Class	Elm Class	Rowan Class
CLASS TEACHER	Miss Attwood	Mr Avards	Mrs Murray & Mrs Hoffmann
PPA, SENDCO & LEADERSHIP COVER STAFF	Mrs Kendall Mr Greenbank	Mrs Kendall	Mrs Edwards (HLTA)
TEACHING ASSISTANTS	Mrs Chilton Miss Battersby	Mrs Edwards	Mrs Milczarek Mrs Galpin

Explanatory Notes:

PPA Cover – Planning, Preparation & Assessment

Every teacher must have allocated non-contact time out of the classroom as part of their working week to complete their planning, preparation and assessment work. We have regular cover staff arrangements in place to release class teachers for their PPA time.

SENDCo Cover – Special Educational Needs & Disability Co-ordinator

Every SENDCo must have allocated non-contact time out of the classroom as part of their working week to meet their various responsibilities for our pupils on the SEND Register and our monitoring group.

Leadership Cover – Acting Headteacher leadership

Every Headteacher who also works as a class teacher must have allocated non-contact time out of the classroom as part of their working week in order to fulfill their leadership responsibilities. Oak Hill's Headteacher's have always held teaching commitments for part of the week, as is usual in small rural schools.

Our Weekly Class Timetables

	Redwood Class	Elm Class	Rowan Class
MONDAY			
Morning	Miss Attwood <i>Mrs Chilton</i> <i>Miss Battersby</i>	Mr Avars	Mrs Edwards (PPA Cover) <i>Mrs Milczarek</i>
Afternoon	Miss Attwood <i>Mrs Chilton</i>	Mr Avars <i>Mrs Edwards</i>	Mrs Murray <i>Mrs Milczarek</i>
TUESDAY			
Morning	Miss Attwood <i>Mrs Chilton</i> <i>Miss Battersby</i>	Mrs Kendall (PPA Cover) <i>Mrs Edwards</i>	Mrs Murray & Mrs Hoffmann <i>Mrs Milczarek</i> <i>Mrs Galpin</i>
Afternoon	Miss Attwood <i>Mrs Chilton</i>	Mr Avars	Mrs Murray & Mrs Hoffmann <i>Mrs Milczarek</i> <i>Mrs Galpin</i>
WEDNESDAY			
Morning	Mrs Kendall (SENDCO Cover) <i>Mrs Chilton</i> <i>Miss Battersby</i>	Mr Avars <i>Mrs Edwards</i>	Mrs Murray & Mrs Hoffmann <i>Mrs Milczarek</i> <i>Mrs Galpin</i>
Afternoon	Mrs Kendall (PPA Cover)	Mr Avars	Mrs Murray & Mrs Hoffmann <i>Mrs Milczarek</i> <i>Mrs Galpin</i>
THURSDAY			
Morning	Mr Greenbank <i>(Leadership Cover)</i> <i>Mrs Chilton</i> <i>Miss Battersby</i>	Mr Avars <i>Mrs Edwards</i>	Mrs Murray & Mrs Hoffmann <i>Mrs Galpin</i>
Afternoon	Mr Greenbank <i>(Leadership Cover)</i>	Mr Avars	Mrs Murray & Mrs Hoffmann <i>Mrs Galpin</i>
FRIDAY			
Morning	Miss Attwood <i>Mrs Chilton</i> <i>Miss Battersby</i>	Mr Avars <i>Mrs Edwards</i>	Mrs Murray & Mrs Hoffmann <i>Mrs Milczarek</i>
Afternoon	Miss Attwood	Mr Avars	Mrs Murray & Mrs Hoffmann <i>Mrs Milczarek</i>

Yours sincerely,



Jade Attwood
Acting Head Teacher



OAK HILL CE PRIMARY SCHOOL
STAFF & GOVERNORS
as at MAY 2024

Leadership Team

Miss Jade Attwood – Acting Head Teacher
Mr Stephen Dean - Chief Executive Officer, Primary QuEST
Mrs Laura Hankins – School Development Lead, Primary QuEST
Mrs Rachelle Ayland - Trust Business Manager, Primary QuEST

Board of Governors

Mrs Victoria Leather - Chair of Governors
Miss Jade Attwood – Acting Head Teacher, *Ex-Officio by virtue of office*
Mr Stephen Dean – CEO, Primary QuEST, Associate Governor
Mrs Rachael Finch – Co-Vice Chair of Governors
Mrs Katy Beattie – Co-Vice Chair of Governors
Rev. Julia Hook – Foundation Governor, *Ex-Officio by virtue of office*
Mrs Gill Cogzell – Foundation Governor
Mrs Carole Kettle – Local Authority Governor
Mrs Natalie Kendall – Staff Governor

Teachers

Miss Jade Attwood – Redwood Class Teacher
Mr Jason Avards – Elm Class Teacher
Mrs Lucy Murray – Rowan Class Teacher
Mrs Louise Hoffman – Rowan Class Teacher
Miss Poppy Watkins – Rowan Class Teacher
Mrs Natalie Kendall – Cover Teacher
Mr John Greenbank – Supply Teacher

Teaching Assistants

Mrs Aleks Milczarek – Rowan Class Teaching Assistant
Mrs Elaine Galpin – Rowan Class Teaching Assistant
Mrs Jacqui Edwards – Elm Class Teaching Assistant, Thrive Practitioner & Cover Higher Level TA
Mrs Corinne Chilton – Redwood Class Teaching Assistant
Miss Roxy Battersby – Redwood Class Teaching Assistant

Non Class Based Support Staff

Mrs Alison Sharkey – Finance Officer & School Secretary
Mrs Robyn Ball – Admin Assistant
Mrs Lisa Harding – Wrap Around Care & Mid-day Supervisor



Preparing children for life in all its fullness through our faith, values & actions

