

Proposal to become an Academy and the setting up of a new Multi-Academy Trust (Attenborough Learning Trust)

Dear Stakeholder

Invitation to attend parent and community information and consultation meetings on the conversion of Green Lane, Highfields, Medway, Shenton, Sparkenhoe and Uplands Infant to an academy within the new multi academy trust – the Attenborough Learning Trust

Following the initial communication to you in May regarding the proposal for our school to become an academy and to join the new Attenborough Learning Trust, we are pleased to set out the dates for formal community consultation events for parents and community stakeholders. These will form part of the community consultation period which will run between September 10th and October 19th 2018.

During the community consultation period we plan to meet with parents, carers, staff and other interested community groups and individuals for all six schools. We want to share the information about the proposed plans with you, listen to your thoughts and answer your questions. Everyone's views are welcomed in order for our schools to make the best possible decisions on behalf of our communities.

Following the community consultations, the Governing Bodies of each school will then consider the responses from these consultations along with the information being gathered and explored on the implications and opportunities on aspects such as school improvement, financial plans, contracts and services, property and staff, and of course the children and families, before making a final decision on whether to proceed with the proposal.

The parent and community open communication and consultation meetings will be held on the following dates, times and school sites:

Highfields Primary School:	Wednesday September 19th 2018	2pm
Uplands Infant School:	Thursday September 20th 2018	9.10am
Sparkenhoe Community Primary School:	Friday September 21st 2018	8.45am
Shenton Primary School:	Wednesday September 26th 2018	9am
Green Lane Infant School:	Thursday September 27th 2018	9am
Medway Community Primary School:	Friday September 28th 2018	2.30pm

We encourage parents to attend the event at their child's school where possible. But you are welcome to choose the meeting and location that best suits you, so you don't have to come to the meeting at your particular school if this date and time isn't convenient.

However, to help us organise the events, please can you complete the return slip enclosed at the end of this letter identifying your preference and return the slip into the relevant school office by Friday 14th September 2018.

Separate communication and consultation events will be held for the staff at each school.

Please refer to the [Attenborough Learning Trust](#) website for further information and to access the [frequently asked questions documents](#), that will be updated at key stages in the process.

In addition to the community events above you can send us your thoughts and questions to our dedicated email address: - info@attenboroughlearningtrust.org.uk or in written form to any of the school's offices

We are mindful of our public sector equality duty arising from the Equality Act 2010 and will develop our proposals to mitigate the likelihood of any adverse impact. If you are, or become, aware during this consultation process of any impact on members of the school community who share a relevant protected characteristic (e.g. age; disability; gender re-assignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation) then please contact us.

We look forward to sharing our rationale and plans with you at these events, but in the meantime, if you have any queries please email them to:
info@attenboroughlearningtrust.org.uk

Yours sincerely,

Jane Ridgewell

CEO – Designate

On behalf of the Project Steering Interim Board

**The proposed conversion of Green Lane, Highfields, Medway, Shenton,
Sparkenhoe and Uplands Infant in to
the Attenborough Learning Trust
Communication and Consultation**

I will be attending the community information and consultation meeting to be held at the following school (please tick as appropriate).

- Wednesday September 19th 2018 Time – 2pm at Highfields Primary School
- Thursday September 20th 2018 Time – 9:10am at Uplands Infant School
- Friday September 21st 2018 Time – 8:45am at Sparkenhoe Community Primary School
- Wednesday September 26th 2018 Time – 9am at Shenton Primary School
- Thursday September 27th 2018 Time – 9am at Green Lane Infant School
- Friday September 28th 2018 Time – 2:30pm at Medway Community Primary School

Your Full name: _____

Organisation/School (if applicable): __Highfields Primary School

Signed: _____ Contact number: _____

Stakeholder type (please tick all that apply)

- | | | | | | |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|
| Parent / Carer /
Family | <input type="checkbox"/> | Governor/Trustee | <input type="checkbox"/> | Staff Member at one of the
converting schools | <input type="checkbox"/> |
| | | Local resident | <input type="checkbox"/> | Staff member at another local
school / pre-school / nursery | <input type="checkbox"/> |
| local community
group / church | <input type="checkbox"/> | Local business / charity | <input type="checkbox"/> | Local authority / local services | <input type="checkbox"/> |

**Please hand in this slip at one of the schools or email to info@attenboroughlearningtrust.org.uk
Friday 14th September 2018. Thank you.**