



Head of School at Pinewood: Mrs C. Burleigh
Pinewood Infant School, Pinewood Park, Farnborough,
Hampshire, GU14 9LE,
Telephone: 01252 511885

Head of School at Guillemont: Ms K.Llewellyn
Guillemont Junior School, Sandy Lane, Farnborough,
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Telephone: 01252 666846

"Two Schools, One Family, One Vision"

Monday 2nd September 2024

Dear Parents and Carers

It gives me the greatest pleasure to write to you, introducing myself as the new Executive Headteacher of The Federation of Guillemont Junior School and Pinewood Infant School. I am thoroughly excited about the opportunity to work and support all the children and families within our federation, as well as ensuring that the schools continue to be part of the thriving local community.

I completely endorse the Federation's belief that safeguarding and the well-being of the whole school community is of paramount importance to me, as I am sure it always has been to everyone involved with both schools, along with ensuring that each and every child receives the very best education. As Executive Headteacher, I am totally committed to ensuring that these values provide the fundamental culture of everything we do.

I feel it is important that I share some background information about myself. I am extremely passionate about education and thrive creating and working in a culture where every child is seen as an individual. I have enjoyed a very successful last four years as Headteacher of Manor Field Junior School where every child succeeded which was validated by a recent Ofsted where they stated, 'Pupils enjoy school and live up to its high expectations of their behaviour and achievement' and 'Pupils achieve well in this safe, nurturing school'. Providing an education which has the very highest of expectations, enabling each and every child to thrive both in terms of academic achievement and equally their social development and ability to manage their own emotions, is at the core of what I believe in.

Prior to this period of time, I was Deputy Headteacher at Guillemont for six years and Acting Headteacher of Pinewood for a year. I am delighted to be back working across the schools in this new exciting role of Executive Headteacher and it has been lovely to see some familiar faces already!

When I visited both schools, I was overwhelmed by the warm family feel they have, educating children who demonstrated true respect to each other and myself as a visitor: their manners were very impressive indeed! I have high expectations of what children can achieve and enjoy raising children's aspirations for their future lives. The opportunity to work across the federation and continue to build on the work joining up the schools was too exciting to turn down!

One of the first opportunities for us all as stakeholders to work together on is to create a new vision for the federation and a set of values to go alongside this. We have booked in two open mornings to begin this work. The open morning at **Guillemont is on Tuesday 15th October**



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(8.45am – 10.00am) and the open morning at Pinewood is on Wednesday 16th October (8.45am – 10.00am). Further details will follow in a subsequent letter but please save the date in the meantime as your input is really important to us!

Both schools are inclusive in their ethos and I am particularly keen to maintain and develop the positive aspects and further embellish the opportunities for the children as they go through their journeys at both schools. Both schools have a resourced provision (RP) for pupils with Speech Language and Communication needs (SLCN) as well as now a resource provision for pupils with Autism Spectrum Condition (ASC). Ensuring all of the children excel, very much including those in all RPs, is a vital aspect of the vision I have for the federation. At Guillemont, the new RP for pupils with ASC is well underway in its development; significant progress has been made during the summer holidays and I am informed it will be ready to open in early November 2024.

As you are aware, there have been changes to the staffing with the offices at both schools. This along with a change with technology as both schools are now using the same google accounts, means we have **new email addresses**. In order to contact either office by email, please note the following:

- admin.pinewood@pags.co.uk - office at Pinewood
- admin.guillemont@pags.co.uk - office at Guillemont

Please note, both schools telephone numbers have not changed.

I believe in an open-door policy with parents and carers. Therefore, if you have any serious concerns, please do not hesitate to meet with myself, however, I would appreciate if you could follow the procedure in the 'Concerns Procedure for Parents' document attached in the Arbor message with this letter and follow the flow chart.

I am keen to get to know the whole community as soon as possible and will be on gate duty at both schools, from Wednesday, whenever possible to meet with you in person. Please do come and speak to me. In addition, we will be holding a coffee morning at each school for us to have an informal chat and you begin to get to know me. We have organised one virtual evening for those who are unable to make a coffee morning for the same experience. Here are the details:

- 'Coffee Session - Meet the new Executive HT' at Guillemont: 8:45am Wednesday 18th September 2024.
- 'Coffee Session - Meet the new Executive HT' at Pinewood: 8:45am Thursday 19th September 2024.
- Evening Virtual Coffee Session (for parents/carers from either school) – Meet the new Executive HT' 6:30pm Wednesday 18th September 2024.



Executive Headteacher: Mr P. Shakespeare

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In terms of a newsletter, we are going to trial a Federation Microsoft Sway bi-weekly newsletter with the first one to come on Friday 13th September. Your feedback on this would be warmly welcomed!

Reminders for the first morning: At Guillemont children in the RPs should continue to use the reception door to enter the school. The Pinewood gate will operate as normal.

Finally, I hope you all have a lovely last couple of days with your children at home before they come into their school on **Wednesday 4th September 2024**. I sincerely hope the beginning to the new school year is one of great success for everyone across our federation.

Warmest regards

P. Shakespeare

Paul Shakespeare

Executive Headteacher