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Head teacher: Mrs Katie Brockington

18th April 2017

Dear Parent/ Carer,

The Governing Body would like to provide further information with respect to the Stakeholder consultation on the proposed Conversion of Caythorpe Primary School into an Academy and proposal to join the Community Inclusive Trust.

Firstly, the legal position is that:

The Stakeholder consultation is a requirement under Section 5 of the Academies Act 2010. No final decision can be made until after the consultation has taken place and subject to the findings of the consultation. No final commitment is made until after the consultation. All work towards the proposed conversion is subject to the consultation outcomes.

The consultation will include all parents and carers of existing children and those starting at the school in the 2017/2018 academic year as well as other relevant stakeholders including the children themselves, the pre-school, children's centre, Local Authority, and the wider local community.

We would like to make it absolutely clear that this letter is not the official invitation to consultation but for information only.

At this point we anticipate that the consultation meetings will take place during the week beginning 4 September 2017 and will run for six weeks until the week beginning 16th October 2017. Stakeholders will be invited to a series of meetings during the consultation period. We will give at least 6 weeks' notice of the meeting dates and will schedule several of these so that as many people as possible are able to attend. The Caythorpe Primary School Governing Body will lead the consultation. Members of the Community Inclusive Trust will be present at the consultation meeting should you have any questions for them.

It is vital that everyone has the opportunity to participate during the official consultation window, and we will provide a range of mediums to do so. All consultation documents and the consultation meeting minutes will be on the school website. Stakeholders will be able to provide feedback via a specific email address, telephone number and also in writing via the school office. All documents and correspondence will be collated along with any responses.



Stakeholders will be given 6 weeks' notice before the start of the consultation which will run for a period of 6 weeks so that all those who wish to, have the opportunity to participate. After the consultation period the Governing Body review the findings and, should the outcome be to convert, all of the legal documentation must be agreed and signed by the Governing Body and other parties, i.e. the Local Authority and the Community Inclusive Trust. At this stage it is anticipated that the proposed conversion would take place in November 2017.

We realise that this time scale is something of a delay on the original estimated conversion date. This is something that the governing body find frustrating and something that we have strongly challenged. However, after seeking legal advice we believe that it is in the school's best interests to accept this timeframe.

We hope that this letter has answered some of your questions about the consultation process and when we expect this to happen. We would like to reiterate that there is likely to be a period of time where very little happens now until later in the summer term, this should be expected and you will all have an opportunity to feed into the process during the consultation.

Yours sincerely



Governing Body
Caythorpe Primary School

