



HEATH FIELDS PRIMARY SCHOOL

Inspire Achieve Celebrate

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Headteacher Mr Mark Whyman

5th May 2021

Federation Consultation Meeting 6th May 5 pm

Dear parents and school staff,

This is a reminder that the consultation meeting for parents and staff is being held tomorrow, 6th May, at 5 pm via Microsoft Teams. This is an opportunity for you to hear more about the proposed federation with Church Broughton Primary and ask questions to senior staff and governors.

If you wish to participate in the meeting, please log onto Teams using your child's username and password. You will then need to choose Heath Fields Primary School and then the consultation meeting. School staff can access the meeting by logging onto Teams using their username and password.

The published Proposal for Consultation regarding Heath Fields Primary School and Church Broughton Primary School working together as a formal federation of schools, The Dove Federation, is available on the school website under newsletters.

As part of the consultation process, parents and school staff are invited to put forward their views and opinions via a Microsoft Form which remains open until 9th June. The Microsoft Form can be accessed via the following link:

https://forms.office.com/Pages/ResponsePage.aspx?id=M08P7yZIkEKYyYU-cVE04C_nK14hf9hPjovpBTMHrm1UOEFaREJLVtZTUIRMT0pMS1IEOFJOTUtWWC4u

If you do not have access to Microsoft Forms or Microsoft Teams, you are welcome to submit your views in writing. Any written correspondence should be addressed to the Chair of Governors and handed into the school office by the 9th June. Further details are contained in the proposal document.

If you are unsure of how to use Teams or need a reminder of usernames and passwords, please contact us so we can help. Please log on to Teams prior to the meeting to ensure you can see the scheduled meeting.

Meeting Protocol

- Please join the meeting with both camera and microphone off
- Please ask any questions initially via the chat function
- Please turn the camera and mic on when speaking/asking questions
- Please use the hand up icon if you wish to ask a question.
- Please remember this is a meeting to ask questions about the proposed federation. Any other issues should be discussed outside of the meeting with a member of school staff.



Regards,

Mark Whyman
Headteacher

