



**Ford End C of E Primary School**  
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Website: [www.fordendschool.com](http://www.fordendschool.com)  
Headteacher: Mrs. Maria Rumsey  
Acting Headteacher: Mrs. Sarah Cottee

5<sup>th</sup> October 2020

Dear Parents and Carers,

Firstly, I apologise for not being in contact during this term before now. As you know, the school governors have appointed Mrs Maria Rumsey as Headteacher for 3 days a week and Mrs Sarah Cottee as Acting Head for the remaining 2 days for this academic year. We are confident that the school can flourish under their leadership.

The school governors have been holding regular meetings to follow the school's progress and are very pleased that the school has fully reopened. The governors have also been progressing the conversion to an academy and joining the LIFE Education Trust

I am attaching another copy of the letter I sent back in July for ease of reference.

As you will see from the attached timetable, Ford End Primary School should officially become part of the LIFE Education Trust on **December 1<sup>st</sup> 2020**. The timetable is very much abridged from the original version as there are many more steps to the process, but the attached sets out the most significant stages.

Although we held a Zoom meeting with parents last term (10<sup>th</sup> July), the governors had to obtain many prior approvals before proceeding – from the Trust schools and Trustees, The Department of Education, the Diocese and Local Authority. I am pleased to say that we are proceeding now – and we wanted to be sure we could proceed and publish the timetable before consulting again.

**There will be another Zoom meeting for parents with the school leaders and LIFE on Thursday October 8<sup>th</sup> at 6.00 p.m. which all parents are welcome to attend regardless of whether you attended the July one. Jane Jee is inviting you to a scheduled Zoom meeting.**

**Time: Oct 8, 2020 06:00 PM London**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/89361190651?pwd=SS9CYjQxYmJONEVBTnRlTSzY2Q29NZZz09>**

**Meeting ID: 893 6119 0651**

**Passcode: 810511**

We all know that everyone has a part to play to minimise the risks of Covid-19 spreading again. The governors would like to thank all the staff for their hard work and support for our pupils and to thank you for your encouragement and support for the school during this difficult period.

If you have any queries or concerns please email them to Mrs. Rumsey at [admin@fordend.essex.sch.uk](mailto:admin@fordend.essex.sch.uk) or to me at [jje@fordend.essex.sch.uk](mailto:jje@fordend.essex.sch.uk)

I hope that during this COVID period you and families remain safe and well.

Yours sincerely

**Jane Jee**

Chair of Governors