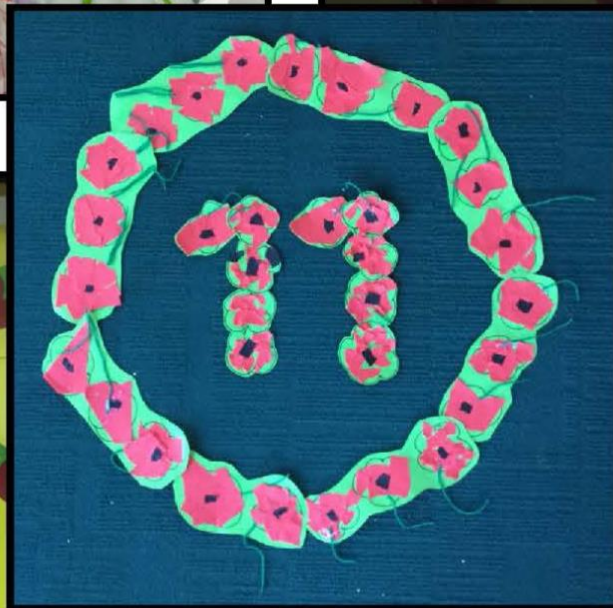
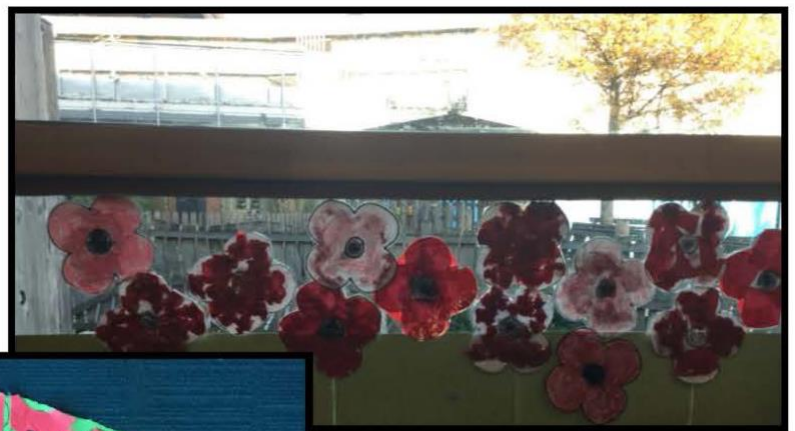


13th November 2020

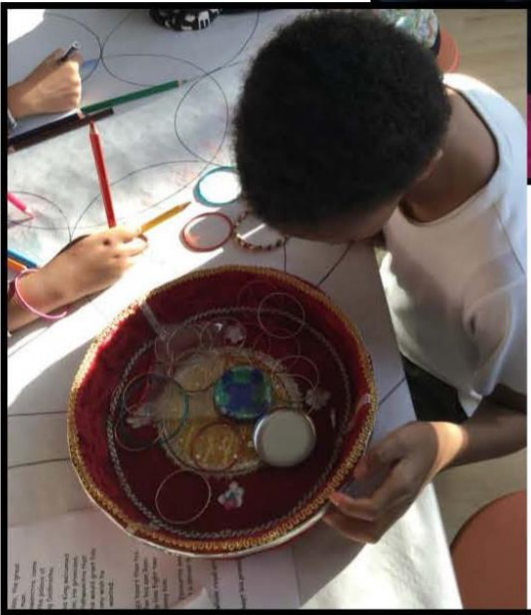
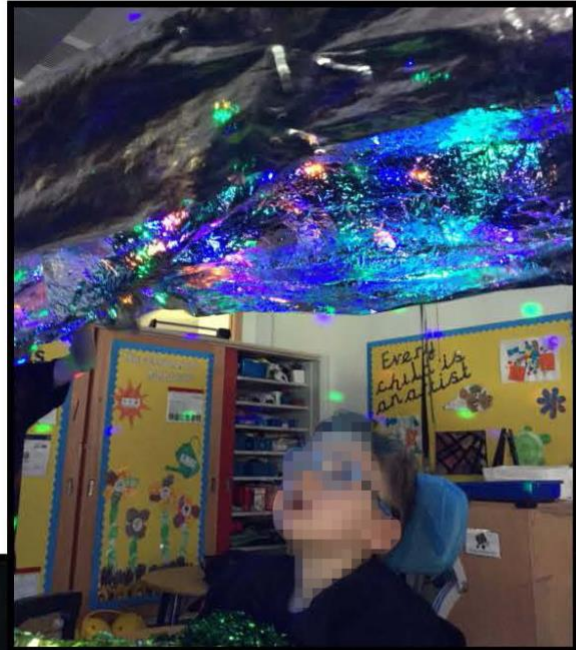
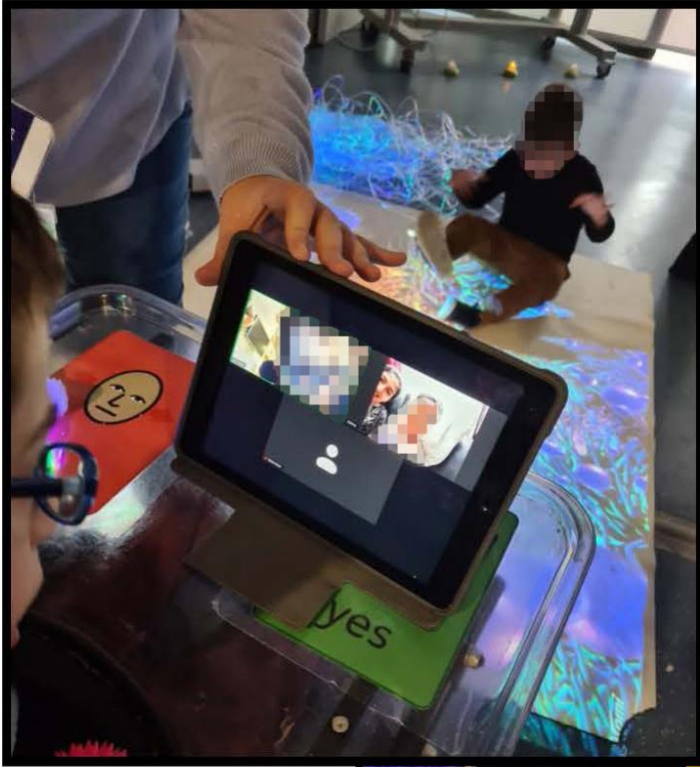
Dear Parents, Carers, and Families,

We hope this finds you well and safe. Learning throughout the school was vibrant as classes in the Lower and Upper School explored themes related to 'Remembrance Day' and 'Diwali'. Sensory learning stations, textured and layered art activities, beats and rhythms for music, and yoga were at the heart of the cross-curricular planning. A school wreath was created for Remembrance Day as we held 2 minutes of silence across our entire school. Classes also joined together through Zoom to engage in joint learning activities and celebrations.



Pupils have displayed their learning throughout the school to share with the bubble zone communities.





Parent Governor Roles

We have two vacancies for Parent Governors at Swiss Cottage School. We are looking to fill the vacancies with one parent from the Lower School and one parent from the Upper School.

The Governing Body play an important role for schools:

- Ensuring clarity of vision, ethos, and strategic direction
- Monitoring the educational performance of the school and its pupils in line with the School Inspection Framework and statutory educational policies
- Overseeing the financial performance of the school and making sure its money is well spent

Our Governing Body includes staff and people from the community. Their expertise matches the role of the Governing Body. Our governors currently include:

- 1 Headteacher from a different special needs school (education / special needs expertise)
- 1 Associate Headteacher/SEN Coordinator from a mainstream primary school (education / special needs expertise)
- 1 member of staff with qualified teacher status (education / special needs expertise)
- 1 member of support staff (education / technology expertise)
- 1 QC Barrister (legal expertise)
- 2 retired Finance & Company Directors (financial strategy expertise)
- 2 Professors (research / special needs expertise)
- 1 International Consultant (equalities and inclusion expertise)
- Our Governors are here: <https://swisscottage.camden.sch.uk/our-school/our-governors/>
 - You do not need to be an expert in education to be a Parent Governor
 - You bring valuable expertise through your experiences as a parent
 - You need to reflect our values of positive attitude, integrity, and respect
 - You need to want to help our school to be the best it can be

How much time will this take?

The governing body committees meet once a half term during the school day. The Parent Governors will be on the Provision and Wellbeing Committee.

The Full Governing Body meets 5 times across the year. The meetings are 2 to 3 hours long and there are reports provided in advance of each meeting.

Anyone who has parental responsibility for a pupil on the school roll can stand for election and vote. Please read the information sheet and complete the form if this is a role you would like to have with the school. All nominations should be sent to the school by 4:00pm on Friday, 20th November 2020. If

there are more applicants than vacancies, ballot papers will be sent to all parents. If you have any questions, please let us know.

We hope you have a good weekend and wish our community safety during this lockdown period.

Yours Sincerely,



Vijita Patel
Principal



Becky Shaw,
Vice Principal



Rima Blakaj,
School Business
Manager



Lucy Hall,
Assistant
Principal



Laura Fawcett,
Assistant
Principal
(Lower)



Matthew Maguire,
Assistant Principal
(Upper)

Parent Governor Election Information Sheet

Parent Governor: This is a governor who is a parent of a registered pupil attending the school at the time of their appointment. When there is a vacancy, all parents are invited to stand. If there are more applicants than vacancies, an election is held whereby all parents of registered pupils at the school are able to vote.

The Role of a Parent Governor: Parent Governors contribute to the work of the Full Governing Body. Their input is valued because they have a particular knowledge, experience, and views to bring to the governing body from being a parent and from their personal and/or working lives. They represent what they believe to be in the best interests of the school.

Term of Office: The term of office is four years, and appointed parent governors can remain a parent governor until the end of their term regardless of whether their child has left the school during that period.

When No Election is Required: If at the closing date we receive applications less than or equal to the number of vacancies, no election is required and those applicants are declared to be elected governors unopposed.

Elections: If we receive more nominations than vacancies, an election will take place. Each parent is entitled to one vote per vacancy, regardless of the number of children they may have in the school.

Dealing with a Tie: In the event of a tie, the votes will be recounted. If the votes cast are still equal the candidates will be interviewed by the Co-Chairs and Vice Chair of the Governing Body.

Announcing the Result: The result of the process will be made known to all parents through the school newsletter.

Timetable:

Friday, 6th November: School newsletter confirming two parent governor vacancies

Friday, 13th November: Letter outlining role, process, information, deadline

Friday, 20th November (4pm): Deadline for nomination and signed form

Monday, 23rd November – 27th November: Election Week if more applications than vacancies

Monday, 30th November:

Announcement of Results through letter

Parent Governor Vacancy: Form

Please submit the form to reception or admin@swisscottage.camden.sch.uk by 4pm on 20th November 2020

Section 1: Details

Name:
Child:
Class

Section 2: Your qualities and experiences

Provide a statement of up to 300 words below about the personal qualities and experiences you would bring to your work as a Parent Governor. We will share this information with the school community for the election process.

Section 3: Declaration

I confirm that:

- The information provided is correct
- I am able to fulfil the requirement of being a Governor, including attendance at Governing Body meetings, at training sessions, and at other ad-hoc meetings

Print Name:

Signature:

Date:

