



Hollyfast Primary School
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Dear Candidate

Thank you for expressing an interest in the role of Head Teacher at our wonderful school. I am both proud and honoured to be Chair of Governors at Hollyfast Primary School and I have enjoyed being a Governor here for almost 14 years, including 3 years as Chair.

Although it is a larger than average primary, the school has the 'feel' of a much smaller community school, something which particularly attracted my family. Hollyfast is a welcoming and friendly school, set on the edge of Coventry close to open countryside. We are fortunate to have developed and expanded to provide a rich and stimulating learning and teaching environment for our children, staff and community.

Our school grounds set us apart from many city primary schools and we take full advantage of our outside space. Our children can often be found engaging in outdoor learning and enjoy the forest school provision on site.

We offer a school led and managed Pre-School which can offer up to 64 15 hour places – these places are reviewed annually to encompass a combination of 15 and 30 hour places. There is also a well-established 'Before and After' school provision.

We boast a skilled, supportive school staff, normally consisting of Head Teacher, highly skilled School Business Manager and 4 administrative support, two Assistant Head Teachers, 19 full-time teachers (1 who holds the SEND responsibility) 3 part-time teachers, 2 full-time higher level teaching assistants, 6 full-time teaching assistants, 16 part-time teaching assistants, 4 catering staff, 15 mid-day supervisors, an experienced Site Services Officer, 5 cleaning staff and 6 dedicated wrap around staff.

Our staff are a hardworking, committed team who are very supportive of one another. The year group plan together and collaborate to ensure our children receive not only the best teaching, but a diverse, engaging and curriculum.

We offer a full programme of staff induction, and CPD is recognised and encouraged as an important part of maintaining and extending our skills as a school. The focus of the Governing Body and Senior Leadership Team is always the children.



The school is part of the ROOTs network which is a group of primary schools whose focus on school improvement to enhance learning opportunities for all our pupils and to provide further professional development opportunities and links for our staff.

Head Teachers meet regularly to discuss both local and national education policy, and to provide a source of support and professional advice to one another. This is promoted by Coventry Local Authority and provides opportunities for structured activity such as moderation, peer to peer review. The School Business Managers also meet through the network and also opportunities for other staff members occur linked to the Network action plan for development.

If you have any questions or queries regarding the application or would like to arrange a visit, please do not hesitate to contact the school office, 02476332521. Schools, as you will have experienced yourself, are going through unprecedented challenges and changes to the way we work and function throughout the Covid-19 pandemic.

We warmly welcome you to come and visit the school, subject to current guidance, and will of course be employing all social distancing and Covid-19 measures to ensure you and all our school community remain as safe as possible. I really look forward to meeting you in due course.

Yours faithfully

Steven Thomas
Chair of Governors