BOWERHAM PRIMARY & NURSERY SCHOOL
& BABY UNIT
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Bowerham Leadership Structure

Monday 16th November 2026

Dear Parents & Carers,

As you know, I was asked by the Local Authority and Chair of Governors to support as Associate Headteacher during Mrs Banks' absence working alongside leaders, staff and governors every Monday and Thursday. This arrangement was evaluated over the half-term break, and it was agreed that additional leadership capacity is needed to ensure that every child at Bowerham can *'Stand tall, reach high, love learning'*.

To provide continuity for all stakeholders, I have agreed to continue supporting Bowerham with a focus on governance, finances and strategic planning, with Mrs Hemingway taking on day-to-day Headteacher responsibilities as Head of School. Mrs Gallagher and Miss Ireland will continue to play key roles in leading the school with Mrs Hemingway in their Assistant Headteacher roles. To support these changes, from Monday 16th November:

- Mrs Hemingway will become Head of School and responsible for day-to-day operational duties. I will step back from operational with a strategic role as Executive Headteacher.
- Mrs Gallagher, SENDCo and Assistant Headteacher, will become full-time.
- Miss Lloyd will increase her role in the senior leadership team working closely with Mrs Hemingway, Mrs Gallagher and Miss Ireland on school improvement.
- Miss Bailey will become Phase Leader for Key Stage 1 and responsible for behaviour, parental concerns and supporting teaching and learning across Year 1 and Year 2.

A reminder that Phase Leaders are an important layer of leadership at Bowerham and work closely with the Mrs Hemingway, Miss Ireland and Mrs Gallagher. After raising any concerns firstly with your child's class teacher, you should then contact the relevant Phase Leader before escalating to an Assistant Headteacher or Head of School.

EYFS (Nursery & Reception)	KS1 (Years 1 & 2)	LKS2 (Years 3 & 4)	UKS2 (Years 5 & 6)
Miss Ireland	Miss Bailey	Mr Thomas	Mr Haughton

You can contact the relevant Phase Leader by email, which you can send to the school office, who will forward it to the relevant person. Please include your child's name, class and topic in the subject of the email. We aim to acknowledge emails as soon as possible and respond in full (or arrange a meeting or phone call if appropriate) within five working days.

By working together, we can ensure that every child receives the encouragement, challenge and support they need to *'Stand tall, reach high, love learning'* at Bowerham.

Thank you for your continued support of our school. We value the positive relationships we have with our families and look forward to continuing to work together in the best interests of all our children.

Yours sincerely,

Mr Smith – Executive Headteacher