

Headteacher: Mr D. Whales | Chair of Governors: Mr A. Brown

20th April 2026

Dear Parents/Carers

Headteacher Open Appointments

Throughout the school year, we receive quite a few requests to meet with me directly as the Headteacher of the school. In most instances, these requests are often answered and dealt with by other staff and members of school leadership - this isn't because I am unwilling, more they are usually best placed to deal with the specifics and detail around the query.

The other challenge is, of course, time and the limited amount that I have available. I am conscious that I need to try and balance these challenges with offering the opportunity to speak with me and for me to hear from parents.

I will therefore be offering a number of bookable appointments for parents and carers to meet with me. These meetings are open to discuss any matter relating to your child or the school.

The meeting times will be limited to 30 mins and there will be 3 available every other week. At this stage, I have no idea whether this is enough or whether there isn't the need. So we are going to trial this and see if they are successful. The plan is to make these slots available on a first come, first served basis.

To help me prepare and ensure that meetings are productive and focused, parents will be asked to complete a short Microsoft Form which will also enable you to request an available time slot. This will help me to be clear about:

- What you would like to discuss, and
- Why you feel it would be helpful to meet with the headteacher.

This does not limit the topics you can raise, nor does it prevent meetings from taking place. It allows me to:

- Understand the context in advance
- Ensure the right information or colleagues are available if needed
- Make the very best use of our time together.

The link for this Microsoft Form can be found here: [Meeting with the Headteacher – Fill out form](#)

I look forward to working with parents and carers in a transparent and collaborative way.

I also think it is important to stress the purpose of the meetings is to create positive and collaborative conversations. If there are issues or problems that are more formal in nature, it may be beneficial to follow the school's complaints policy.

Many thanks and I look forward to hearing from you.



Mr D Whales
Headteacher

Headteacher: Damien Whales, Ken Stimpson Academy is a school within the Four Cs Multi-Academy Trust (MAT)

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