

# Abbotts Ann Church of England Primary School

# Headteacher Information Pack











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# Letter from the chair of governors

September 2024

Dear Candidate,

Thank you for your interest in the position of Headteacher at Abbotts Ann Church of England Primary School, a voluntary controlled school within the Anglican Diocese of Winchester.

This vacancy has arisen following the resignation of our current Headteacher who has been with us for over 4 years and, with the full support of the governing body, has led the school to deliver excellent outcomes for children, underpinned by our caring ethos and our Christian values of Curiosity, Courage and Compassion.

The right candidate for this position will recognise that leading a small village school is a dynamic and demanding vocation. With a nurturing outlook and hands-on, inspirational leadership, you will ensure that our friendly team of staff continue to feel supported and developed, and that every child receives an ambitious and engaging learning experience that will equip them for their own journey.

In particular, we are looking for a Headteacher who is:

- a forward-thinking practitioner who ensures that the talents of all pupils are recognised and that all of our children achieve their full potential
- a kind and supportive role model who provides reflective leadership and an environment in which our staff can continue to flourish
- relentless in their pursuit of the continuous improvement of the school, underpinned by our Christian ethos and values
- passionate about providing the best outcomes for our pupils through a thorough understanding of what exceptional pedagogical practice looks like within the classroom

In return, you will become an important member of our village community in the beautiful setting of Abbotts Ann. Governors, staff, parents and children are all very proud of our school and will welcome and support our new Headteacher in what we all hope will be a rewarding career with us.

Whether you already have some experience of headship, or are looking to build upon prior experiences to take on a new level of responsibility, we warmly welcome all candidates who believe they have the talent and potential to be an outstanding Headteacher, and look forward to receiving your application.

Yours Sincerely,

Adrian Cole

**Chair of Governors** 

#### **About our school**

Originally founded in 1831 by locally renowned inventor and blacksmith Robert Tasker, Abbotts Ann was one of the first schools in England to take children of all denominations and we continue to honour this tradition in our broad and welcoming community.

The school relocated into its bright, modern, accessible building together with extensive outdoor spaces in April 2010.

Our village school comprises four classes:

- Year R/1 Penguins
- Year 1/2 Dolphins
- Year 3/4 Hedgehogs
- Year 5/6 Owls

Each class is housed in its own dedicated space, surrounding a central courtyard and with independent access to the outside. In addition, the school has a dedicated library area, breakout space and large multi-purpose hall.

The site also benefits from a car drop off area that provides the children a safe controlled space to be dropped off quickly by car.

The outside environment has been carefully landscaped to provide a variety of different spaces; from the amphitheatre to the mud kitchen, there are areas for reflection, for investigation and for play. The early years area was enhanced in 2020 & 2024 to maximise the opportunities for the children to learnoutdoors.

Approximately half of our intake comes from our thriving village community, with the other half coming from nearby Andover and its surrounding areas. We also have a large contingent of children whose parents are part of the local military community.

We offer wraparound care supplied by two external providers daily from 7:45am until 5:30pm, Monday to Thursday. We also offer morning care from 7:45am on Fridays. We are committed to meeting future government requirements for care provision.









# What our children say



"I gained confidence in reading and have read 13 novels since Christmas"

"I feel I can ask questions and I will get an answer from the teacher"

"I have found that I now see someone not playing or getting involved I automatically encourage them to come and play"

"I've learned to be more confident and more relaxed about asking for help"

"The teachers make learning intriguing"

"The school encourages the children to talk about their feelings and needs and supports them"

"The values have helped me be more courageous, I will remember them and use them in the future"

"I really love the space we have outside, especially the playground"

"I like the way I am allowed to be creative when I'm writing stories and I am allowed to use my own imagination"

"I like learning and the teachers are always challenging us and that makes us do better"

"The thing I like about our school is Celebration Service on Fridays. We celebrate everything that we have achieved during the week. Sometimes this is a special thing one of us has done or something a class has done which they are proud of. We all get to share in all the achievements and it's nice to hear and it makes us happy"

"Everyone is kind and caring and showing the values of the school, even the teachers. I really like my school because it's small with not too many classrooms. All the teachers are nice and teach us lots of interesting things"

Views canvassed from children during governor visits

# **Key facts and statistics**

Below you will find some key facts about our school.

Some important information	
Type of School	Primary – Voluntary Controlled
Age range	4 - 11
Co-educational	Yes
Number of pupils	108
PAN -	16 in each year / 112 total
Attendance	96.2% (2023-2024)
% of disadvantaged pupils	9%
% of children with SEN	13%
% of service children	17%

## **Academic success**

We are very proud to be an inclusive school, supporting children of all abilities and backgrounds, and our ambition for every single pupil yields consistently excellent results, and we have high expectations for all pupils.

End of Key Stage 2 Statutory Assessment Test Results 2024		
Subject	Standard	2024 School Result
English Reading	ARE+	86%
	GDS	14%
Writing	ARE+	71%
	GDS	7%
Mathematics	ARE+	71%
	GDS	0%
DWM Combined	ARE+	64%
RWM Combined	GDS	0%
Cuamana a manaturation and anallina	ARE+	86%
Grammar, punctuation and spelling	GDS	21%

Multiplication Times Tables Check Year 4 - 2024		
Subject	Cohort	Number of
	mean	children over 22+
Multiplication Times Tables Check	24	94%

Early Years / Year 1		
Subject	Standard	2024 School Result
EYFS	GLD	88%
Year 1 – Phonics	WA	81%

# **Celebrating achievement**

At Abbotts Ann we are extremely proud of the academic success of our learners, and there are various other ways that our pupils gain recognition for their hard work and effort. Below is a selection of the special things we do here at Abbotts Ann.

Our Christian Values are embedded in everything we do and are actively taught across the school. They are also linked to our learning gems and in the learning behaviours we want to develop in the children.



#### **Learning Gems**

- Diamond power– Responsibility and solving our own small problems
- Ruby love demonstrating kindness and care to others in our learning
- Emerald courage, resilience, Bouncebackability
- Sapphire respect for yourself and others, striving to be the best versions of ourselves
- Amethyst co-operation when working with a partner all values
- Topaz collaboration when working with a group all values

When children are 'spotted' using one of these learning powers, they are rewarded with a gem. When the gem box is full, the class will receive a reward for their hard work as a team.

#### Golden table

Each week, the lunchtime staff nominate four children who have demonstrated excellent lunchtime behaviour and good manners to have their Friday lunch on the golden table. This table takes pride of place in the middle of the hall and is decked out in a golden tablecloth with goblets and golden napkins, not forgetting the candelabra! Children are V.I.P guests and get to choose a guest to sit with them at the table.

#### **Housepoints**

These are collected by all three houses, red, green and yellow, and are given out for excellent effort, good work, positive attitude, super learning, kind manners...the list is endless! The winning house gets the cup for the coming week, which is in the entrance to the school.

#### Penguin, Dolphin, Hedgehog and Owl of the Day!

Nominated to a child at the end of the day for having an amazing day's learning! In KS1, they get a 'furry visitor' to bring home to celebrate their day.

#### **Caring Crosses**

This is a display of crosses outside the headteacher's office. Children, staff and anyone who visits our school are welcome to fill in a caring cross if they see someone carrying out a selfless act and helping someone, or if they have been helped by someone themselves. This is a chance to celebrate 'generosity of spirit' – people helping others just because they can and for no reward.

#### **Values Cup**

Awarded to a child at the end of a half term if they have consistently shown the school values of Curiosity, Courage, and Compassion in action.

# The wider school community - communications and engagement

The school is a key part of our village community, with volunteers coming in to support reading and to help with the vegetable garden.

Traditionally there are several yearly events organised by the village and our active PTA and we are included in the village summer fete.

The school weekly Newsletter provides parents with school news, updates and relevant communications.

The school has strong links with the local Church of England Parish Church. The Rector is a regular visitor, taking collective worship most

weeks, and welcomes the school community to the church to take active roles in services at festival times.

She is also a member of the governing body.





#### **Curriculum enhancement**

Whilst the curriculum at Abbotts Ann has been carefully designed to place equal value on developing every child's academic, social, physical and spiritual understanding. It is important to recognise the wide and varied talents of our community, and to give ample opportunities to support, develop and nurture interests and passions outside of the classroom.

For this reason, a wide variety of extracurricular opportunities exist at our school to inspire and expand the skills and experiences available to our learners and allow them to take on extra roles and responsibilities. Some examples include:

- The school council selected by their peers, this group of students ensure the pupil voice is heard.
- The buddy system, where older children are paired with younger children to share their experience and provide support.
- The eco school team a group of students are determined to have a positive impact on the local environment and shape behaviours.
- Sporting teams there are a variety of after-school clubs and societies that children can join, and tournaments in which they enjoy competing.
- Music & performance the students have the opportunity to practice and perform for both the school and wider community. Hampshire Music Service delivers whole class music tuition as well as individual and small group for brass and keyboard.
- Trips and activities from inspirational visiting authors in school, to character building residential trips, the children have an enormous selection of opportunities to expand their horizons.
- Woodland and School grounds the students enjoy having adventures in our woodland area and going on 'wellie walks'.
- Gardening we have two vegetable garden and the produce the children grow is entered into the village Fete Fruit and Vegetable show and prepared by the school cook for the children to try.



#### **Our Christian ethos & values**

The Christian ethos at Abbotts Ann school stands confidently in the tradition of the Church of England, which describes its vision for education as 'being deeply Christian and for the Common Good'.

Our core values of Curiosity, Compassion and Courage permeate every aspect of the school and are the inspiration behind our culture of welcome and inclusion, care and kindness. We value every member of our community whether child or adult, parent, staff or governing body. We intentionally seek to foster an environment in which all can thrive and find fulfilment in our learning and work, confident in the support of capable leadership and a competent governing body.



Our most recent Statutory Inspection of Anglican and Methodist Schools (SIAMS) Report, dated 2017, rated our school as Outstanding. It particularly noted that the school's leadership is very effective in promoting a Christian community that enables all learners to have a secure understanding of Christian values and how these can influence our lives. The children themselves are enthusiastic and confident, being able to articulate what this looks like in our context with relevant and recent examples from everyday life.

The school's Christian ethos successfully supports all pupils' development by encouraging them to give their best effort at all times, with their achievements celebrated across the whole school community. This is thanks to the team of highly committed adults in the school who successfully support the children's development of self-esteem, confidence and ambition.

The school's Christian values, collective worship and religious education have Jesus and the teachings of the Bible as their focus. The new 'Understanding Christianity' resource for teaching Christianity has enriched the teaching in this area, along with 'Open the Book', which links the school with members of the church locally.

On a more contemplative note, the whole school spiritual days have provided a wonderful opportunity for the children to experience the benefits of setting aside time to be still, reflect and explore how a Biblical theme or story might enrich their own spiritual life.

We are proud that the significance of the school's Christian ethos is widely respected and supported both within the school and beyond in the local community.

#### **Celebration Worship – each Friday**

This is a special time where children are nominated by their class teacher for some super work or behaviour they have demonstrated that week in class.

They receive a certificate and have a chance to celebrate their achievement. During this time, we also celebrate birthdays and children might play the piano or share an achievement outside of school.

House Captains announce the weekly house point scores and the winning house gets their teddy and ribbon on the cup for the coming week. We also share the class prayer linked to our values at the very end. Parents and family members are always invited to join us for our Celebration Worship.

## **Job description**

Job Title: Headteacher

Responsible to: The governing body

Salary: Leadership Scale: indicative pay range L8 (£56,082) – L14 (£65,010)

**Start date:** September 2025

#### Purpose, main duties and responsibilities

#### **Core Purpose**

To provide professional leadership and management of the school, staff, children and stakeholders in order to deliver outstanding outcomes for pupils.

#### **Context**

This role profile should be read in conjunction with the duties of the headteacher as set out in the latest National School Teachers' Pay and Conditions document.

### A. Strategic Direction and Development of the School

The Headteacher will:

- Have a strategic view of successfully developing and improving an already thriving school
- Consult staff, pupils, parents and governors to create a strategic plan (the School Development Plan SDP). Manage the implementation of the SDP and monitor its impact.
- Advise the governing body on the formulation of its policies and their implementation, and attend meetings of the governing body and its committees as requested
- Create an outward-facing school which works with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all pupils

#### **B.** Teaching and Learning

The Headteacher will assist the Governing Body by:

- Ensuring that the statutory requirements of the National Curriculum are met
- Overseeing the curriculum, pastoral care and the administration of the school to ensure that they are delivered to meet the needs of all pupils
- Monitoring and evaluating the curriculum for both quality and value for money
- Promoting the effective management of pupil behaviour and ensure a sense of calmness through the effective management of pupil behaviour
- Demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establishing an educational culture of 'open classrooms' as a basis for sharing best practice
  within and between schools, drawing on and conducting relevant research and robust data
  analysis

#### C. Leading and Managing Staff

#### The Headteacher will:

- Promote the school's ethos and create and maintain good working relationships among all members of the school community
- Maximise the contributions of all staff to improve the quality of education provided and standards achieved through effective deployment and delivery of the performance management process
- Hold all staff to account for their professional conduct and practice, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Ensure that professional duties are fulfilled as specified in the School Teachers' Pay and Conditions document
- Liaise with representatives of teacher organisations
- Sustain their own motivation and that of their staff, and have a duty of care regarding staff welfare
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff

#### D. Efficient and Effective Use of Staff and Resources

#### The Headteacher will:

- Advise the governing body on the formulation of the annual budget in order that the school secures its objectives and ensure the regular monitoring of the budget and the oversight of the use of resources
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety requirements
- Seek to secure adequate resources for the school in the present and in the foreseeable future and ensure value for money throughout
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

#### **E.** Professional Development

#### The Headteacher will:

- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Inspire and influence others within and beyond the school to believe in the fundamental importance of education in young people's lives and to promote the value of education

#### F. Accountability

#### The Headteacher will:

- Work closely with the Governing Body and its sub-committees and secure a positive working relationship with all Governors
- Provide information, objective advice and support to the Governing Body to enable it to meet its
  responsibilities in particular its functions to set school strategy and hold the Headteacher to
  account for pupil, staff and financial performance recognising that the Governing Body is
  accountable for the success of the school
- Create and develop an organisation in which staff recognise that they are accountable for the success of the school
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- To be the designated Safeguarding lead and be accountable for all elements of this role



# **Person specification**

Generic qualifications, knowledge, experience, skills and qualities to fulfil this role are set out in "Headteachers' standards 2020" to which candidates should refer. It is accessible at:

https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers.

The governors have identified key strategic priorities (KSP) they would like the new Headteacher to focus on:

- KSP 1 To provide excellent teaching and learning for all children
- KSP 2 To provide a rich, broad and ambitious curriculum with high expectations for all children

KSP 3 – To provide strong leadership and governance to drive school improvement

	Essential Criteria
Qualifications & training  Experience	<ul> <li>Qualified teacher status</li> <li>Evidence of continuous professional development</li> <li>At least senior leadership responsibilities</li> <li>Outstanding classroom teaching across the primary sector</li> </ul>
Qualities	<ul> <li>Is dynamic, aspirational, innovative and creative</li> <li>Is enthusiastic and inspires enthusiasm in others</li> <li>Leads by example, demonstrating integrity, resilience, emotional intelligence and clarity</li> <li>Upholds and articulates Christian values and moral purpose</li> <li>Draws on own experience, research, expertise and skills and that of those around them to drive school improvement</li> <li>Is decisive, with appropriate self-belief and confidence but is willing to ask for and accept advice</li> <li>Is an effective communicator, able to articulate his/her vision</li> <li>Demonstrate a passion for learning and teaching</li> <li>Is approachable, reflective and compassionate</li> <li>Is curious and instils curiosity</li> </ul>
Promoting & safeguarding the welfare of children	<ul> <li>Provides a safe, calm and well-ordered environment for all pupils and staff</li> <li>Ensures that the highest safeguarding practices and pastoral care for pupils are maintained</li> <li>A thorough knowledge of safeguarding and child protection principles and the skills to handle complex situations</li> <li>Good knowledge and understanding of behaviour management strategies and the ability to set high standards for the behaviour of children in school</li> <li>Is mindful of pupil wellbeing</li> <li>Is able to create and sustain a safe and secure healthy school environment</li> </ul>

Pupils & staff	<ul> <li>Consistently sets and requires high standards from staff and pupils and develops an aspirational culture</li> <li>Secures excellent teaching and learning leading to the best outcomes for all pupils.</li> <li>Proven ability to drive high standards for all children, including those with SEND and those working at greater depth.</li> <li>Is able to build a cohesive and ambitious team and promote appropriate CPD</li> <li>Has integrity and inspires trust and confidence</li> <li>Makes learning enjoyable, stimulating and rewarding</li> <li>Shares a passion for the well-being of staff and children</li> <li>Secures a broad and balanced curriculum with the all-round development of the child at its heart</li> <li>Requires rigour and fosters resilience in others</li> <li>Inspires children and adults to take on new experiences</li> <li>Be able to meet the needs of all pupils including the most vulnerable.</li> <li>Is mindful of staff workload and wellbeing</li> </ul>
Systems & processes	<ul> <li>Will uphold and lead the school's vision and values</li> <li>An approachable and inspirational leader, who communicates clearly and transparently to stimulate confidence and trust in the school community</li> <li>Will form positive relationships with the local community, other professionals in the school and local authority</li> <li>Ensures that the school's systems, organisation and processes are well considered, efficient and fit for purpose</li> <li>Is able to foster the highest standards of behaviour for learning</li> <li>Maintains and establishes rigorous, fair and transparent systems and measures for managing the performance of all staff</li> <li>Effectively uses knowledge of the school's context in school improvement</li> <li>Celebrates equality, diversity and inclusivity</li> <li>Is committed to providing acts of Christian worship and developing the distinctively Christian character of the school</li> </ul>
The self- improving school system	<ul> <li>Has experience of working with other schools and organisations to champion best practice</li> <li>Develops effective relationships with other professionals to improve academic and social outcomes for all pupils</li> <li>To ensure a culture of improvement and refinement including in teaching learning and assessment.</li> <li>Has experience of using effectively a range of monitoring and evaluation tools to contribute to school self-evaluation and improvement</li> </ul>

	Desirable Criteria
Desirable Criteria	<ul> <li>Other relevant qualifications, for example a degree</li> <li>Has worked in more than one school</li> <li>Other relevant experience outside education</li> <li>Exercises strategic financial planning to ensure the school's sustainability</li> <li>Evidence of leading and managing teams of colleagues, demonstrating effective distributive leadership and accountability.</li> <li>Evidence of building and maintaining effective relationships with the</li> </ul>
	<ul> <li>Current DSL training or experience of being DSL or DDSL</li> <li>Experience of Ofsted at senior leadership level</li> <li>Up to date knowledge and understanding of all 3 primary key stages</li> <li>Experience of a SIAM's inspection</li> <li>Be prepared to deliver acts of collective worship in accordance with the church school foundation.</li> <li>Will build on and respect the links and relationship with the parish church and the wider diocese.</li> <li>Knowledge of the SIAMS process and framework.</li> </ul>

## **Education in Hampshire**

Choosing to teach in Hampshire may be the best move you can make. As one of the largest authorities in the country, we can offer an unrivalled diversity in teaching opportunities; from the challenges of the urban and city school through to the rural primary which will provide a vibrant environment for development and promotion.

Hampshire schools are encouraged to operate and develop in a way which serves their local community, reflecting the cultural diversity the county has to offer. We feel this is best achieved through local management, with the Local Authority providing a supporting role wherever needed.

The county of Hampshire has over 170,000 school-age children in approximately 438 primary, 71 secondary and 26 special schools and other provisions. Whilst the majority are community schools, the LA has forged strong partnerships with Diocesan Bodies, and seeks to maintain the provision of places in Church schools. The county has 26 special schools, with an additional 42 units in mainstream schools, providing education and support for children with moderate, severe or complex learning difficulties, physical and sensory disabilities, and emotional and behavioural issues.

Hampshire's 'Early Admission' policy allows children to start school at the beginning of the school year in which they are five years old. At the other end of the age range, Hampshire was one of the first authorities in the country to establish a joint agreement on the 14-19 education of all students with the Local Skills Council.

With the County Office in Winchester, Hampshire Authority has an established network of advisors which provides a responsive and flexible service to the schools in their respective areas. There is also a strong ethos for collaboration and liaison, with regular meetings of Headteachers in phase, cluster and area groupings, aimed at maintaining a policy of communication and cooperation with the LA and between schools.

In Hampshire, we pride ourselves on providing first-class learning opportunities for our teachers both internally and with outside course providers. For new Headteachers, in partnership with governors, the LA operates a structured induction development programme which also helps develop close working relationships with other Headteachers and LA colleagues.

Hampshire's most recent Annual Performance Assessment confirmed that we are an Authority that provides excellent education and has an excellent capacity for further improvement. We are continually looking for innovative ways of improving standards in our schools, which can only be achieved through a commitment to our staff.

To find out more about Hampshire and what it has to offer, visit our website at www.hants.gov.uk. Hampshire has a lot to offer. We hope you will join us.

#### The Dioceses of Portsmouth and Winchester

#### **Diocesan Board of Education**

Within the Dioceses of Portsmouth and Winchester there are 153 schools with links to the Church of England. Consisting of 86 Voluntary Controlled, 49 Voluntary Aided, 1 Foundation, 2 Joint Anglican and Roman Catholic, 6 Academies, 11 Affiliated, 7 Federated Schools and 32 Independent Church Schools. These are spread across six local authority areas, Bournemouth, Dorset, Hampshire, Southampton, Portsmouth and the Isle of Wight.

The Bishops of Portsmouth and Winchester encourage Church school Headteachers and governing bodies to consider carefully, with parish clergy and parochial church councils, matters relating to the spiritual, moral, social and cultural development, ethos, worship, religious education and the partnership between school and parish.

The Diocesan Board of Education and its staff support church schools in these matters as well as working alongside Local Authorities with general support, advice and training for church schools and their governing bodies. The education staff also support parishes and clergy in developing their work with schools.

New Headteachers are encouraged to attend leadership training courses provided by the Diocese as part of their induction process. The Diocese also offers courses and events for school staff on all aspects of church school leadership and management.

The diocesan representative involved in the appointment process at the school you are applying to will be:

#### **Rob Sanders**

**Deputy Director of Education** 

If you are successful in the post you are applying for, the Diocesan Director of Education and his staff will be pleased to offer you whatever support they can during your time in the school.





# **Application procedure**

Visits to the school are warmly welcomed. We have reserved the following dates and times for visits, hosted by a governor:

Tuesday 22 October 2024, afternoon (1:15pm - 3:00pm)

Wednesday 23 October 2024, morning (9:15am-11:30am)

Thursday 24 October, after school (3:30pm-5:00pm)

Please contact the school office on 01264 710244 or email: <a href="mailto:adminoffice@abbottsann.hants.sch.uk">adminoffice@abbottsann.hants.sch.uk</a> to arrange a convenient time.

The closing date for applications is **Monday 6**th **January 2025 at noon**.

Shortlisted candidates will be invited to interview on Tuesday 14<sup>th</sup> and Wednesday 15<sup>th</sup> January 2025.