**Private and Confidential**

7th January 2019

Dear Colleague,

**Conversion to academy status**

I am writing to you to confirm that St Chad’s CE Nursery and Infant School joined Derby Diocesan Academy Trust on 1st January 2019. As a result, your employment has been transferred to Derby Diocesan Academy Trust under the Transfer of Undertakings (Protection of Employment) Regulations 2006. This transfer has not affected your statutory rights in any way and your period of continuous employment is unbroken.

The identity of your employer has however changed. From 1st January 2019 your employer is Derby Diocesan Academy Trust. If you have any questions regarding the transfer of your employment, please contact Sara Tucker, DDAT Senior HR Officer.

Your terms of employment therefore remain exactly the same as prior to the transfer.

We would like to take this opportunity to welcome you to the Derby Diocesan Academy Trust and thank you for your help and patience during the conversion process. Our aim is to support, equip and enthuse you when working with our pupils in the new academy as you seek to promote Christian values throughout the academy and wider community.

The School’s focus on providing high standards of learning and working together to promote a safe and happy learning environment for our pupils will also be carried through to the new academy.

We look forward to working with you to achieve a positive and productive environment for staff and pupils going forward.

Yours sincerely



Mark Mallender   
**On behalf of Derby Diocesan Academy Trust**

**DERBY DIOCESAN ACADEMY TRUST (DDAT)** C/O DERBY DIOCESE BOARD OF EDUCATION, CHURCH HOUSE FULL STREET DERBY DERBYSHIRE UNITED KINGDOM DE1 3DR **Company No. 08980079 T: 01332 388660**