



Dartmoor  
Multi Academy  
Trust

Bridestowe Primary is part of the  
Dartmoor Multi Academy Trust family



19<sup>th</sup> July 2023

Dear Families,

I am writing to inform you of changes to our administration team from September. Please find the new revised administration structure at the end of this letter. The team continue to be committed and dedicated to providing a streamlined, efficient and supportive service to schools, parents and communities.

Mrs Duthaler and Mrs Davey will become the hub administrators for the Moorland Hub. Their working pattern will be to rotate during the week between Bridestowe, Boasley, Lydford and Northlew. Mrs Duthaler will no longer be required to work at Okehampton College.

These admin roles will be school based and focused on day-to-day running of the school.

Information, Communication and Engagement administration will be managed by a central administration team based in Okehampton. This will relieve a significant workload from Mrs Duthaler and Mrs Davey.

Miss Maunder will lead the administration team as Head of Information, Communication and Engagement. I am sure you will join me in congratulating Miss Maunder and wishing her the best for her new role. Her intricate knowledge of our schools will be invaluable in the administration hub.

Mrs Lowden also joins the Information, Communication and Engagement team. Again, you will join me in wishing Mrs Lowden the best in her new role. Mrs Lowden's knowledge of the schools and their functioning will very much improve the support the ICE team can provide.

Both Miss Maunder and Mrs Lowden will remain valuable members of our Trust family and be very much involved in our schools' running. We thank them sincerely for their service, commitment and efforts at Northlew and Bridestowe respectively and we will miss seeing them each day but are certain they will visit whenever they have the opportunity.

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Bridestowe  
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01409 259 613  
[dartmoormat.org.uk](http://dartmoormat.org.uk)

|  | Ruby Hub   | Moorland Hub  | Foundry Hub  | Simmons Hub                      |
|--|--|---|--|----------------------------------|
| <b>Primary Schools</b>   | Black Torrington<br>Bradford<br>Bridgerule<br>Highampton   | Boasley<br>Bridestowe<br>Lydford<br>Northlew &<br>Ashbury | Chagford<br>Exbourne<br>North Tawton<br>South Tawton | Okehampton<br>St James           |
| <b>School Hub Administrator</b>  | Emily Stevenson  | D. Davey<br>Lynn Duthaler                                 | Wendy Chapman<br>Wendy Meardon                       | Hayley Pengelly<br>Elaine Lawson |
| <b>ICE Team</b><br>(Information,<br>Communication<br>& Engagement<br>Team) | Hannah Maunder - Head of Information, Communication & Engagement<br>Chrissie Horncastle<br>Hazel Lowden<br>Lyndsay Adams<br>Marina Cassels<br>Melissa Frew-Smith |   |  |                                  |

The school hub administrators will be supported by a central team - the **Information, Communication and Engagement team** (ICE admin team), who will be based centrally in Okehampton.

The ICE admin team will undertake key functions to support both trust and school business administration from September. The creation of this team will enable our school hub administrators to solely focus on the important day-to-day tasks for their schools.

The hub administrators will be working across their schools and communications will be set up in a way that will ensure you will still be able to contact someone when needed. In September you will continue to email and phone your school in the usual way.

Please be assured that the smooth running of schools for our primary function - educating happy and safe children - remains our ultimate priority.

Many thanks,



Adam Hill