

Simon A Wood – Executive Headteacher

Tuesday 17th December, 2019

Dear Parents and Carers,

As the end of term fast approaches, I wanted to inform you of some staffing changes which will take place over our Christmas break.

In Year 1:

Miss Grant-Dafalla will be leaving to work nearer to her home and her family in South London. We wish her all the best with her future endeavours. From January 6th, **Ash Class will be taught by Mrs Jas Sangha** – she has already spent the last term in school working with Year 1, 2 and 3 so is known to many of the children already. She is a highly experienced teacher who most recently worked at Shears Green.

In Year 2:

Miss West has taken up a new role in a specialist provision – again nearer to her home and family. We wish her all the best, also. From January 6th, **Willow Class will be taught by Mrs Amanda Wheatcroft** – she has already spent a couple of days with the class, and so is known to them already. Again, she is a highly experienced teacher.

Mrs Reeves has been leading Hazel Class since Ms. Baker left unexpectedly earlier this term, and I am most grateful for the stability and continuity in learning she has provided for your children. From January 6th, Mrs Reeves will now return to her role of supporting Miss Waddell, across the phase, and **Hazel Class will be taught by Miss Ursula Gospic** – she is one of two new Australian teachers we have appointed. She has taught several year groups and will join the Phase 2 team.

In Year 3:

Miss Harrison leaves, as you know, to take up her new role as a Deputy Manager in a Nursery. We wish her all the best in her very different, new role. This class was due to be taught by Mrs Kodua, who was to return from her Maternity Leave; however, she has decided not to return. Having interviewed and then offered the role to someone else, who accepted, I have just been let down. In order to ensure a positive start to the new term, and new year, from January 6th, **Juniper Class will be welcomed each day by myself or Mr. Kiff** and they will join both Sycamore and Magnolia Classes for English and Maths, as the year group has such small classes, and return to their own class base for afternoon lessons. As soon as we have had a chance to recruit the right person to work with your children, I shall be in touch again. **Mr Kiff, Mr Wadsworth or myself will dismiss them at the end of the day, and you can make contact with anyone of us, at any time before or after school.**

In Year 5:

Mrs Grasby has decided to step down from Senior Leadership at this time, to enable her to spend more time with her family. She returns to her former school as a Year 2 teacher. We wish her all the very best. From January 6th, **Cedar Class will be taught by Miss Bonnie O’Neill**, the second of our two new Australian teachers we have appointed. She has taught several year groups and will join the Phase 4 team.

Both Miss Edgar (Class, year 1) and Miss Evans (Class, Year 4) are delighted that there are more Australians joining their gang!

We also say ‘Bon Voyage’ to Mrs. Dickson who has been supporting us as a Consultant Deputy Headteacher in Mrs Harris’ maternity leave absence. She is semi-retiring and has booked many exciting flights to enable her to travel the world! We thank her for her extensive leadership support at this challenging time.

From January 6th, **Phase 4** (Years 5 and 6) will now be led by Mr. Daryl Power who will also become Interim Deputy Headteacher.

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For clarity, and in order to support you in accessing the 'right' people, in the 'right' order, please find below a summary of who to contact for support, for questions or for solutions to problems, from January onwards.

1. If you have a general question, compliment, or comment – please direct this to the Class Teacher, in the first instance.
2. If you feel an issue remains unresolved, or you feel unsure, please contact the school office to make an appointment with the Phase Leader. **(In all cases, other than safeguarding or child protection, you must have spoken with the Class Teacher first).**

Phase 1	Nursery and Reception	Mr Wood (<i>Mrs Gemma Lane (currently on Maternity Leave)</i>)
Phase 2	Years 1 and 2	Miss Shelby Waddell
Phase 3	Years 3 and 4	Mr. Ben Wadsworth
Phase 4	Years 5 and 6	Mr. Daryl Power

3. If there is still no 'resolution', please book an appointment with Mr. Kiff or Mr. Power
4. If there is still no 'resolution', please book an appointment with Mr. Wood
5. If there is still no 'resolution', please contact the Intervention Board (Governors) via the School Office.

For all **SEND and Inclusion** matters – please contact Mr. Kiff.

Pastoral/Welfare/Family Support issues – please contact Mrs Slack or Mrs Vickery.

For all **Attendance** matters – please contact Mrs Parker.

For all **Administration** matters – please contact Mrs Orhan or Mrs Richards.

For all **Admissions** matters – please contact Mrs Root.

For all **Finance** matters – please contact Mrs Locock.

Wishing you all a very peaceful and festive Christmas/winter break – take care of each other.

We all look forward to seeing everyone at 8.30am on Monday 6th January...the classrooms will have been transformed over the Christmas break – please ensure your children are here to see these!

With best wishes,

Simon A Wood

Executive Headteacher