

21st November 2019

Dear Parents,

I am writing to confirm staffing arrangements for the Spring Term 2020. It has now been confirmed that the new Headteacher, Mrs. Helen Hesketh, will only be able to commence her post after the Easter break. As such the Governing Body has put the following three arrangements in place:

- Mrs. Gaskell is being appointed to the role of Acting Headteacher for the Spring Term 2020.
- We are currently in the process of appointing an Acting Deputy Headteacher to support Mrs. Gaskell for the Spring Term – this will be an internal appointment.
- During the Spring Term, Mrs Gaskell's Year 5 teaching commitment will be covered by Miss Gabbott, who is very well known to the children. Miss Gabbott will spend time with the class before Christmas to ensure a smooth transition.

We have informed both staff and pupils of these arrangements today. In addition to this, I have spoken with Year 5 directly to explain the arrangements that are in place for them and answered any questions they had.

If you have any concerns about these arrangements please do not hesitate to contact me to discuss further.

Thank you for your continued support.

Yours sincerely,

C. Mitchell
Headteacher