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**Headteacher: Mrs Victoria Baldwin BSc (Hons) NPQH**

22 March 2024

Dear Parent/Carer,

**Re. Staffing news LKS2**

I hope this letter finds you well. I wanted to take this opportunity to inform you of some important staffing news at our school.

First, Miss Miskin has taken over the role of LKS2 lead for the rest of the academic year while Mrs Hayes is on maternity leave. I am sure you will join me in supporting Miss Miskin in her new role.

Secondly, sadly for us as a school, Mrs Olah (Robin class) has made the decision to leave the school for personal reasons. I appreciate this is less than ideal for the children having yet another change and I know Mrs Olah has not made this decision lightly. However, I am pleased to inform you that in response to this situation we have two new excellent teachers who will be teaching in Robin class for the rest of the academic year.

One of those teachers, Mrs Upchurch is already a valued member of our team, a very experienced teacher, with whom the children are familiar, thus ensuring minimal disruption to their learning. The other teacher, Miss Keepin is new to Wouldham but comes with excellent references and a wealth of education experience. While this is a job share, the teachers will overlap working together on a Wednesday ensuring consistency for the children throughout the week. Mrs Olah and Mrs Upchurch have already begun working closely to ensure a smooth handover.

I would like to take this opportunity to thank Mrs Olah for her support over the past two terms, while her time with us has sadly been cut short, I am grateful for the positive impact she has had on the children and staff at Wouldham, All Saints CE School.

We will share this information with the children today, and give them time to process and ask questions. Miss Keepin will be in school next Tuesday 26<sup>th</sup> March to meet the children, please do introduce yourselves to her at the end of the day. If you have any questions or concerns regarding these staffing changes, please do not hesitate to contact us. We value your feedback and are committed to ensuring a positive and nurturing environment for all of our students.

Thank you for your ongoing support, cooperation, and understanding as we navigate through these transitions together.

Yours faithfully,

**Mrs V Baldwin**  
**Headteacher**