



CARLETON PARK
J & I SCHOOL

Carleton Park J & I School
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Dear Parents and Carers,

I am writing to inform you of a short-term change to our school staffing from January 2025 until the Easter break 2025.

Our Assistant Headteacher, Mrs Humphreys, has been asked to support another school within the Trust on a temporary secondment to provide some capacity to the school leadership team whilst they undergo a recruitment process. This decision was made in collaboration with both schools to utilise Mrs Humphreys expertise for the benefit of her colleagues at Orchard Head.

Mrs Humphreys will be temporarily taking on the role of SENDCo at Orchard Head while the school undertakes a careful recruitment process to appoint a new Assistant Headteacher. We are fortunate to be in a position to facilitate this secondment and are delighted that a highly regarded staff member can have influence on stakeholders in a different school to our own.

During this time, the school's leadership team will continue to maintain the high standards of teaching and learning, as well as the smooth running of all school activities. We have put in place a detailed plan to ensure that all areas of responsibility and class teaching are managed effectively during her absence. Mrs Thorpe and Miss Dimmock will be teaching the class in Mrs Humphreys absence.

If you have any questions or concerns, please do not hesitate to contact the school office.

Thank you for your understanding and continued support.

Yours sincerely,

Mrs Winter
Headteacher