

22nd February 2018

Dear Parent/Carer,

Change of responsibilities on the school Leadership Team

As some of you may know, Mrs Oram is due to give birth very soon and is now on leave from school. Her responsibilities have been allocated to other members of the Leadership Team so from now on if you have any queries about **Special Needs** please see **Mrs Harvey** who will be acting Special Education Needs Coordinator whilst Mrs Oram is away.

If you have any questions about **Safeguarding** then please see **Mrs Crossley** who will take on the lead in this area.

Please also be aware that if you have any concerns about your child or any school related issue you can speak to their class teacher or any member of the Leadership Team:

Principal – Mr Hallam
Vice Principal – Mrs Harvey
Lead Learning Mentor – Miss Archer
Upper Phase Leader – Miss Watts
Lower Phase Leader – Mrs Massey
Academy Business Manager – Ms Mallin

Yours sincerely,

Mr Hallam
Principal