



Wednesday 7<sup>th</sup> January 2026

Dear Parents and Carers,

I am writing to inform you of several staffing changes that will be taking place over the coming months.

Mrs Lumpkin, who works in our school office, will be going on maternity leave at the end of this month. We send our very best wishes to her and her family at this special time and look forward to welcoming her back in due course. During this time, the office will be in very capable hands with Mrs Rollinson working full time at the primary school.

Miss Payne, who supports in Reception, will be leaving us at the end of this month as she embarks on an exciting new opportunity, pursuing a travelling nanny position – an opportunity too good to miss! We thank Miss Payne for her contribution to our school and wish her every success in this next chapter of her career. We look forward to hearing news of her adventures around the world.

I am also delighted to let you know that Miss Smith is expecting her second child in June and therefore will be heading off on maternity leave during the Summer Term. Miss Smith will continue to teach in Year 1 up until May half term. After this point, Ms Wilson, supported by another teacher, will continue teaching in Year 1, ensuring consistency and continuity for the children during the final half term of the academic year.

Finally, Mrs Gemmell will be retiring from full time teaching at the end of April after 30 years of dedicated service to our school. Mrs Gemmell has made an enormous contribution over the years, and we are extremely grateful for her commitment and care. Service of this length is certainly something worth celebrating and over the coming months we will be making plans to celebrate all that Mrs Gemmell has brought to our school over many, many years. Over the coming weeks we will be recruiting for a teacher to replace Mrs Gemmell. I will of course keep Year 4 parents informed when there is news to share. We will ensure that the support staff arrangement in Year 4 remains the same to ensure consistency for the children during the changeover of teachers.

Please be rest assured that my absolute priority is ensuring continuity for all pupils and families during these changes and I will share further information as appropriate.

Thank you, as always, for your continued support. If you have any questions, please do not hesitate to contact me.

Kind regards,

Amy Preece  
Head of School