

ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA



Learning with Love, Strength and Faith, following the example of Jesus

Executive Headteacher: Mr J Procter
Head of School: Miss B Hare
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Thursday 10th June 2021

Dear St Mary's Families,

Staffing arrangements for September 2021

We are writing to confirm staffing arrangements at St Mary the Virgin CEP from September 2021.

We are sorry to share with you the news that Miss Roberts has made the decision to move to London in the summer to be closer to her friends and partner. We feel so thankful that she has been such a fantastic part of our team this year and will miss her hugely when she moves, but wish her all the best in her new adventures.

We are also saying a fond farewell to Miss Jane who is taking the exciting step of beginning a University degree in September to train to become a Speech and Language Therapist. It has been a joy to have her as part of our school community for the last two and a bit years and we know she will be back to visit whenever she can!

With sad departures, comes exciting entrances and we are delighted to be welcoming five new members to our St Mary's Team.

Miss Surtees will be teaching in Lilac next year and job sharing with Miss Hare. Miss Surtees has many years' teaching experience and is currently teaching at Park Mead school so is familiar with how the Federation schools operate. She is very much looking forward to coming in to St Mary's over the next term to get to know the children, parents and staff.

Mrs O'Grady will be Willow's teacher, along with **Mrs Winchester**. Mrs O'Grady has taught in South Africa for many years and will also be visiting regularly over the next term to get to know what life is like at St Mary's. Mrs Winchester previously worked at Chiddingly school for many years and has worked closely with Miss Hare and Mr Procter. She has also done some supply days with us and will be part of transition plans in Term 6. Mrs O'Grady and Mrs Winchester are covering Mrs Hill's maternity leave until at least the end of Term 5.

Mrs Champion will be joining team Willow as their Teaching Assistant in the mornings. She has been working at St Mary's regularly over the last year (in every class at some point!) and we are thrilled she will be joining us more permanently.

Mrs Thurman is also joining our staff team and will be working as an Individual Needs Assistant in the mornings, as well as running breakfast club and helping out at lunchtimes when needed.

We have planned four transition afternoons for the children to get to know their teachers and teaching assistants. They will be for the whole afternoon on the following dates:

Wednesday 16th June

Wednesday 23rd June

Wednesday 7th July (including 'Meet the Teacher' meetings for parents – details below)

Tuesday 20th July

For the 'Meet the Teacher' meetings, we would love to invite you into school to get to know your child(ren)'s class teachers and ask any questions you may have about next year. They will be held in the classrooms at the following times on Wednesday 7th July:

Cherry Class – 2:45pm

Willow Class – 3:00pm

Lilac Class – 3:15pm

We would ask that you please use hand sanitiser on arrival, wear a mask and we will ensure that the rooms are well ventilated, as is our current risk assessment for all visitors. We will also take a register of who has attended for contact tracing purposes. As the Lilac Class meeting is after school, the children are welcome to attend the meeting or play games with Mrs Hill on the playground.



St Mary the Virgin Staffing – 2021/22

Mr James Procter	Executive Headteacher		
Miss Becca Hare	Head of School		
Mrs Abbie Hill	Assistant Headteacher – <i>on maternity leave from 4th September</i>		
Teachers			
Maple Class	Cherry Class	Willow Class	Lilac Class
Mrs Rachael Boldero <i>(Monday – Wednesday)</i>	Mrs Ellie King <i>(Monday – Wednesday)</i>	Mrs Claire Winchester <i>(Monday)</i>	Miss Alexandra Surtees <i>(Monday - Thursday)</i>
Ms Louise Munn <i>(Thursday and Friday)</i>	Mrs Naomi Fry <i>(Thursday and Friday)</i>	Mrs Tammy O’Grady <i>(Tuesday – Friday)</i>	Miss Becca Hare <i>(Friday)</i>
Support Staff			
Maple Class	Cherry Class	Willow Class	Lilac Class
Miss Natalie Bews	Mrs Michelle Neville	Mrs Louise Champion	Mrs Cheryl Trengove
Mrs Kay Carpenter	SEND Teaching Assistant Individual Needs Assistant		
Mrs Alex Thurman	Individual Needs Assistant Breakfast Club Lead		
Mrs Sian Leahy <i>(Days in school TBC)</i>	Inclusion Manager		
Mrs Annette Funnell	Secretary		
Mrs Janette Wicks	Bursar		
Mr Joe Gray	Site Manager		

We feel thorough transition is incredibly important for the children to feel confident and excited about the next academic year. As Year 2 and 3 are currently in separate bubbles, we have written a risk assessment to allow for the **temporary** mixing of bubbles on those afternoons for Willow Class to have the same transition experiences as the rest of the school. A copy of this risk assessment is attached to this letter for your information. We are waiting further guidance from the government with confirmation of when we are allowed to relax our general school risk assessment to allow for further mixing of bubbles.

Please do not hesitate to contact us if you have any questions and thank you for your continued support.

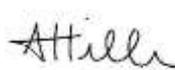
Yours sincerely,



Mr J Procter
Executive Headteacher



Miss B Hare
Head of School



Mrs A Hill
Assistant Headteacher