



Executive Head Teacher: Mr Paul Smith
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Tuesday 8 October 2024

Dear Parent/Carers

Re: Miss McKenzie SENCo maternity cover

Miss McKenzie will be leaving to go on maternity leave at the end of this week. This is earlier than she had hoped. We wish her all the very best and look forward to hearing her news when the baby is born shortly.

As you know Miss McKenzie is also our SENCo as well as one of our Year 6 teachers. In her absence the role of SENCo will be filled by myself. Supporting me in this will be Mrs Samantha McDowall, who is the SENCo at Almondsbury CE Primary School.

Mrs McDowall and I lead the local SEND cluster and have many years of experience in supporting pupils with SEND as well as the systems and practices that we need to engage with such as outside professionals to enable us to provide what the children require.

Once we have the email set up for Mrs McDowall we shall inform you (we have requested this but yet to be actioned by our IT provider) of this address so you are able to communicate with both of us through this method. Mrs McDowall does work part-time so it would be wise to email during the early part of the week to ensure you receive a response in a timely manner.

Mrs McDowall will be in school on a regular basis and this will be either a Monday or Tuesday depending on the needs of meetings and requirements as we go through this interim period. I am in school for a good part of the week, usually, and can be communicated through the office initially to ensure I receive the emails as well.

If you do require any assistance or wish to discuss any matters arising, please do get in touch with either of us through the office. Please do not email Miss McKenzie after this Friday as she will no longer be checking her emails on a regular basis.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P.D. Smith', is written over a light blue horizontal line.

PAUL SMITH

Executive Head teacher