

Wednesday 4th December 2024

Dear Parents/Carers,

### Re: Update on Year 5 Staffing and Class Arrangements

I am writing to update you on changes to the structure of Year 5 classes, prompted by unforeseen staffing developments within the year group. We understand that such changes affect pupils and families, and we want to reassure you that the wellbeing and education of your children remain our highest priorities.

Recently, there have been several unexpected staffing changes: Mrs Ali has decided to step away from teaching to focus on her health, Mrs Virdee has had to travel abroad unexpectedly, and Ms Qadri currently remains absent. In response, we have carefully reviewed the needs of the year group and made the decision to merge the three smaller Year 5 classes into two permanent classes to provide greater stability and consistency for the children.

In Ms Qadri's absence, Ms Appiah-Ofori-Baffoe will continue teaching one of the new classes, and we are pleased to welcome Ms Wright, an experienced and highly skilled teacher, to lead the other. Mrs Bywater will continue to oversee the year group and provide additional support to both classes.

To support the children through this transition, we have prepared a thoughtful and structured plan for the remainder of this term, with the aim to formally join the new classes after the Christmas break. Our pastoral and support staff will work closely with pupils to ensure they feel settled and reassured throughout the process. This includes opportunities for children to share their thoughts and feelings, regular check-ins during the initial weeks, and activities designed to build relationships and foster a sense of belonging within their new classes. Additionally, teachers will be supported by teaching assistants and other staff members to ensure a smooth transition.

We are committed to making this transition as smooth and positive as possible. Today, the children will be informed about these changes in a supportive way. To involve them and yourselves in the process, we are asking each child to nominate two friends they would like to be in the same class with, and we will endeavor to place each child with at least one friend of their choice. While we will do our best to consider the preferences, they are not guaranteed as we must also ensure that the classes are balanced in terms of size, gender, and other factors. We encourage you to take time this evening to discuss with your child



friends they would like to name and complete [this Google form](#) by this Friday, 6th December 2024.

We understand that change can bring uncertainty, but we are confident this new structure will provide the stability and quality of education your children deserve. Our priority remains the wellbeing and academic progress of every child, and we will continue to monitor both closely. If you have any concerns or would like to discuss any aspect of this further, please do not hesitate to contact us.

Thank you for your continued understanding and support.

Yours sincerely,



Interim Headteacher

