

Thursday 5th December, 2024

Dear Parents & Carers,

I hope this letter finds you well. I am writing to inform you of an upcoming change we are introducing across Key Stages 3 and 4 (Years 7-11). At the heart of this change is our commitment to nurturing strong, supportive relationships and ensuring the best possible environment for our pupils to thrive.

We are incredibly proud of the dedication and care our teaching assistants provide to our pupils. Building on this strength, we plan to enhance the support system by introducing a shared timetable for teaching assistants. Under this plan:

- Each form group will continue to be supported by their current teaching assistant during the morning session.
- In the afternoon, another member of staff will take over to support the form group, giving pupils the opportunity to interact with a wider team.
- The original teaching assistant will return to the form group for end-of-day registration and home time.

This adjustment is designed to widen the circle of trusted adults around each pupil, fostering connections with additional team members while avoiding over-reliance on specific staff. We believe this will enhance pupils' social and emotional development while maintaining the sense of security that comes from familiar relationships.

To ensure a smooth transition, we are considering a phased approach, the last two weeks of term before moving to a full timetable in January. We are mindful of the importance of communicating this change thoughtfully to the pupils to prepare them for the changes. We deeply value the trust and partnership we share with our families, and we remain committed to ensuring that every pupil feels supported and cared for. If you have any questions or would like to discuss this further, please do not hesitate to contact us.

Thank you for your continued support.

Warm regards,

Mrs J Jones (SENCo) and Mr Hicks (Headteacher)