

St. John's R.C. Primary School  
Avocet Way  
Chatsworth Drive  
Banbury  
OX16 9YA



Banbury

Tel: 01295 263740

Email: [head.3350@st-johns-banbury.oxon.sch.uk](mailto:head.3350@st-johns-banbury.oxon.sch.uk)

Friday 20<sup>th</sup> October 2017

Dear Parents,

I am writing to inform you of some staffing changes for after half term. As you may know, over the course of the last two terms, Miss Bodley has taken on additional managerial responsibilities alongside her role as SENCo (Special Educational Needs Coordinator). This has meant that Miss Bodley has spent increasingly less time in the classroom and as such we have made the difficult decision to cover her two days class responsibility with Miss Jackson. This will ensure greater continuity of teaching for the children in this class for the next five terms.

Miss Bodley will continue to monitor the teaching and learning across Key Stage 1 as key stage phase leader and will cover Miss Jackson and Mrs Daniels when they have non-contact time. We are also extending her role as SENCo to include pastoral support both for children and families. More details regarding this additional role will follow next term.

I know some of you may be concerned that this change may unsettle the children, however Miss Jackson is well-known to them, having taught them last year in either Year 1 or Early Years. She knows our school well and is an outstanding and experienced teacher. Miss Jackson has met with both Mrs Daniels and Miss Bodley to discuss the planning for next term and is very excited about her new role. Therefore we are hoping the transition will be smooth.

If you have any concerns or questions regarding this, please don't hesitate to contact me via the school office.

Yours Sincerely,

Mrs L Buchanan