

January 2020

Dear Parent/Carer

Happy New Year. I hope that you all had a wonderful Christmas break and I have been delighted to welcome your child back to school after the festive period. This letter aims to share key information about my upcoming maternity leave and how this impacts on the remainder of the academic year 2019-20.

My last working day will be **Friday 24 January 2020**. I am pleased to inform you that Mrs L Davison will be joining the school as the Head of Inclusion/SENCo maternity cover. Mrs Davison's provisional start date is **Monday 3 February 2020**. In the interim if you wish to make contact with the SEN department please contact your child's Progress Leader or Pastoral House Manager in the first instance. Your query will then be signposted to the relevant member of staff.

As many of you will know we were delighted to welcome Miss Lee during the second part of the autumn term as our Assistant Head of Inclusion. Miss Lee has made an excellent start at getting to know a wide range of students with SEN and their parents/carers. Miss Lee will continue in her role whilst I am on maternity leave and will continue to work closely with the covering Head of Inclusion/SENCo.

I would like to express my sincere gratitude for the warm messages of support I have received from many of you ahead of my maternity leave. It is a pleasure to support your child at The Joseph Rowntree School and I look forward to returning to my post in the near future.

Yours sincerely

Mrs A Jones  
Head of Inclusion/SENCo