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College Site: Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk
Headteacher: Mr Adam Rowland

07th February 2024

Dear Parents & Carers,

We are writing to inform you of some staffing changes that will be taking place after the half-term break.

Siobhan, our dedicated Teaching Assistant, will be transitioning to the College site to provide support in one of our complex needs classes. Siobhan's expertise is invaluable, especially with older learners, and we believe her skills will greatly benefit the students in need of support in this setting.

To fill the vacancy left by Siobhan, we are pleased to welcome Lucy to the Badgers team. Lucy brings with her a wealth of experience as a Teaching Assistant, having worked at Woodlands Meed School for several years. Notably, Lucy has previously worked in Badgers class alongside Emma, so she is already familiar with the routines and the specific needs of the pupils in this setting.

We understand that staff transitions can sometimes be challenging, particularly during the academic year. However, such changes are not uncommon and may arise due to various factors such as staff absences, evolving pupil needs, or resignations. Our priority remains providing the best possible support to our learners, and we must be proactive in making necessary adjustments to ensure their continued progress and well-being.

If you have any questions or concerns regarding these changes, please do not hesitate to contact me directly.

Thank you for your understanding and cooperation.

Warm regards,

Adam Rowland
Headteacher