



Larks Hill J & I School
Larks Hill
Pontefract
West Yorkshire
WF8 4RJ
T: 01977 722845
W: larkshill.patrust.org.uk
E: admin@larkshill.patrust.org.uk

Friday 8th March, 2024

Dear Parent/Carer,

Staffing update

I am writing to inform you of various staffing changes which will take effect after the Easter holidays.

Year 3 class teacher

As many will know, Miss Whale will be leaving us at Easter to commence her Maternity Leave. Mrs Penty will take up the position of Year 3 class teacher until the end of the academic year, working a contract of four days. Miss Holt, our long-term supply teacher, will continue her commitment to working with us on a Friday. The children in Year 3 have been informed of the changes this week and although they are sad to see Miss Whale leaving us for a while, they are very excited to have Mrs Penty for the summer term.

Associate Assistant Head

It is with great pleasure that I confirm, Mrs Penty will take up the Senior Leadership position as Associate Assistant Head in the absence of Miss Whale working alongside myself and Miss Howard.

SENDCO

In the absence of Miss Whale, Mr McIntyre will take up the responsibility of Sendco. Mr McIntyre has experience as a Sendco and is working alongside Miss Whale currently to ensure that all relevant information and documents are passed across.

I am sure that you join me in wishing Miss Whale all the best for her Maternity Leave.

Please do not hesitate to contact school if you require any further clarification on the above.

Yours Sincerely,

Mrs K Adams
(Headteacher)