

Parkend Primary School
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 Gloucestershire
 GL15 4HL



Mrs Kate Burke
 Exec Head Teacher

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1st July 2026

Dear Parents and Carers,

In advance of our Move Up Mornings next week, I am writing to update you on the staffing structure for Parkend School for the next academic year. Some staff names appear more than once, as staff work across different classes. In addition, some members of staff, including our Inclusion Team, Mrs Wood and myself, work across both schools within our Federation.

Class Arrangements for September 2026

Class	Year Group(s)	Teaching Staff
Hedgehogs	Reception	Mrs N Smith (Monday–Thursday), Mrs H Wright (Friday), Mrs N Scott, Mrs N Millin, Mrs L Hayward & Mrs E Prosser
	Year 1 and Year 2	
Foxes	Year 3	Mrs T Wood and Mrs E Allen
	and Year 4	Mrs S Thorne & Mrs L Hayward
Wild Boar	Year 5	Mr J Newman
	and Year 6	Mrs A Assirati

Mrs N Millin, Mrs S Thorne, Mrs A Assirati and Mrs N Scott will continue in their roles as Higher Level Teaching Assistants (HLTAs), providing cover for teachers' Planning, Preparation and Assessment (PPA) time each week, as well as supporting learning within classes.

Mrs T Wood will continue to teach part time at Parkend but will also support Yorkley School in her role as Deputy Executive Head. Mrs Wright will continue as our Federation SENDCo.

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Additional Staffing Updates

We are sadly saying goodbye to Miss Sime, who will be leaving us in early September to return to university to undertake a Doctorate in Educational Psychology. This is a fantastic achievement and an exciting next step in her career. We know many families and children have benefited from her support and expertise, and she will be greatly missed, having been an asset across both our schools. We wish her every success and hope that one day we may have the opportunity to work with her again in her new professional capacity.

We are delighted to share that Mrs J James has been appointed as our new Federation Family Support Worker. Mrs James (currently based at Yorkley) has already been working alongside Miss Sime to become familiar with our systems and procedures, helping to ensure a smooth transition and continuity of support for our children and families.

Mrs S Price will also continue in her Inclusion role to deliver Speech and Language provision across the Federation during the afternoons.

Recruitment News

We are currently recruiting for a Midday Supervisor at Parkend School. If you, or someone you know, may be interested in this role, further details are available from either school office and can also be found on our school websites.

We are confident that these arrangements will provide a strong and supportive start to the new academic year for all of our children.

As always, we would like to thank you for your continued support. We are looking forward to welcoming the children to their new classes and to another successful year at Parkend School.

Yours Sincerely,

Mrs K Burke

Executive Headteacher
Forest of Dean Community Schools Federation

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2025/26