

Parkend Primary School  
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Mrs Kate Burke  
Exec Head Teacher

Tel: 01594 562407

10<sup>th</sup> February 2026

Dear Parents/Carers,

### **Staffing Update**

As part of our ongoing commitment to strengthening collaboration across our Federation, Mrs Wood will be spending a couple of days each week at Yorkley after half term, in line with her role as Federation Deputy Head. Both schools are now in a strong position, and this adjustment will allow her to focus more of her time on the strategic development of the Federation as a whole.

Working closely with Mrs Burke, she will continue to support shared priorities, consistency, and ongoing improvement across both schools. Parkend will continue to be fully supported, just as it always has been. To support this change, Mrs Emma Allen, an experienced teacher with over 30 years' experience, who has previously taught at both Parkend and Yorkley School, will be teaching Foxes Class every Wednesday morning and all day on a Thursday after half term. Mrs Allen already knows our routines and expectations. Please be assured that Mrs Wood will remain the main class teacher, and this will now operate as a job share. We are confident that this arrangement will bring positive benefits to children across both schools, while ensuring that Foxes Class continues to experience stability, consistency, and high-quality teaching throughout the week.

### **End of Day Collection Procedures**

Following a review of our end-of-day routines, we are making a small change to help make collection time smoother and safer for everyone. After half term, Hedgehog Class will join Foxes and Wild Boar Classes on the playground at the end of the day. This will ensure all staff are outside together and children can be handed over safely, reducing the congestion that sometimes occurs around the outside door of Hedgehog Class. Parents should continue to come to the main playground as usual, but we kindly ask that you wait behind the middle yellow line until staff hand your child over. Once your child has been collected, we ask that you leave the school site promptly so staff can clearly see who is still waiting to be picked up.

Thank you, as always, for your continued support and cooperation.

Kind regards,

Mrs K. Burke  
Executive Headteacher

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The Small School with Big Ideas*



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2025/26