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Headteacher: Miss C Carr



Monday, 16 March 2026

Dear Parents and Carers

Re: Staffing Changes and Farewell to Miss Carr

I hope this letter finds you well. I am writing to update you on some important staffing changes at school as we approach the Easter break.

Miss Carr's Departure

As you're all aware, after a period of vibrant, committed leadership and her unmistakable child-centred approach (not to mention her love of a sing song!), Miss Carr will be leaving us at Easter. We are incredibly grateful for her energy, care and dedication to the children and our school community. She will be greatly missed by pupils, parents, and staff alike.

As shared in the newsletter, we would like to warmly invite you to a special celebration to say goodbye and thank you to Miss Carr:

- **Date:** Thursday 2nd April
- **Time:** 10.45am
- **Location:** Key Stage 2 playground
(Please note: if the weather is wet, we will be unable to move everyone indoors due to space limitations so the event for parents and carers would be cancelled. A reminder and confirmation will be sent to all parents on the morning of the celebration.)

Summer Term Staffing Arrangements

To ensure continuity and the best possible support for our children, we have carefully planned the following interim leadership and staffing arrangements from the summer term:

- **Mrs Griffiths** will become **interim headteacher**
- **Miss Potter** will be **interim deputy headteacher**
- **Miss Hooban** will take on the role of **interim SENDCo**
- **Mrs Rafique** will continue as **interim assistant headteacher**
- **Miss Augustine** will teach **Year 4 Dove** on Mondays, Tuesdays, and Wednesday mornings, and **Year 5 Kingfisher** on Wednesday afternoons and Thursdays and Fridays to provide time for Miss Hooban to lead SEND

If you are worried that a child is at risk of harm please contact Leeds Children's Social Work Services on:

0113 222 4403 or 999 if in immediate danger

Our Designated Child Protection Team are:

Designated Safeguarding Lead – Mrs Lunn

Designated Safeguarding Officers - Miss Carr, Mrs Griffiths Ms Ahmad and Mrs Garratt

We understand that staffing changes and transitions can feel unsettling. Please rest assured these arrangements have been carefully considered and planned to ensure children's learning and wellbeing remain our top priorities.

Talking to Children

All staff will be speaking to the children this week to help them understand these changes and answer any questions they may have in an age-appropriate way.

Questions or Concerns

If you have any questions or would like to discuss any of these changes, please contact the main school office by phone or email. We are here to support you and your children through this transition.

Next Steps

- Look out for a reminder about the farewell celebration for Miss Carr on the morning of Thursday 2nd April.
- Please do come along if you are able—we would love to see as many of you as possible as we say thank you and goodbye to Miss Carr.

Thank you for your ongoing support and understanding as we move into the summer term.

Warm regards



Mrs Griffiths
Deputy Headteacher
Bracken Edge Primary School

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