



St Nicolas and St Mary Primary School

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Headteacher Mr A Lincoln BA Hons

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Bishop
Otter
Academy
Trust

6th July 2023

Dear Parents and Carers

Staffing Arrangements for September 2023-2024

This letter is to inform you about staffing arrangements for next year.

Goodbyes and Thank you!

We have some fantastic staff who have served us faithfully and well, especially over this last year, some of whom are leaving us and some who are changing roles. It is really hard to say 'goodbye' to staff who leave, however we hope they have fond memories of us and will visit us again soon.

- Mrs Jenny Kite, after 8 years with us, is leaving to relocate to Devon. Mrs Kite has been a fantastic teacher and although we will miss her we wish all the very best for the future.
- Miss Barrett, Mr Scott, Mrs Chattell and Mrs Fordham will sadly be leaving us at the end of their current contracts.

Class Based Teachers

Children will have the chance to meet their new teachers on Wednesday 12th July. They will be 'moving up' as indicated in the table below.

Every year we consider very carefully whether to mix up the classes in any particular year group. We have decided **NOT** to make changes this year however we will continue to review this on an annual basis.

Current Class (2022-23)	New Class from September 2023	Teachers
-	Nursery – <i>Little Fishes</i>	Mrs Allier/Mrs Baker & Mrs Wren
-	Reception – <i>Gray Whale</i>	Miss Fletcher
-	Reception – <i>Blue Whale</i>	Mrs Lazenby & Mrs Wren
Reception – <i>Blue Whale</i>	Year 1 – <i>Dusky Dolphin</i>	Miss Gallagher & Mrs Westcott
Reception – <i>Gray Whale</i>	Year 1 – <i>Spinner Dolphin</i>	Mrs Crawford
Year 1 – <i>Spinner Dolphin</i>	Year 2 – <i>Penguin</i>	Mrs MacDonald & Ms Cleaver
Year 1 – <i>Dusky Dolphin</i>	Year 2 – <i>Puffin</i>	Miss Sinden
Year 2 – <i>Penguin</i>	Year 3 – <i>Seal</i>	Mr MacAllister
Year 2 – <i>Puffin</i>	Year 3 – <i>Sea Lion</i>	Mrs Christy & Miss Wells
Year 3 – <i>Sea Lion</i>	Year 4 – <i>Seahorse</i>	Miss Goss & Mrs Batchelor
Year 3 – <i>Seal</i>	Year 4 – <i>Sea Otter</i>	Miss Bannier
Year 4 – <i>Seahorse</i>	Year 5 – <i>Turtle</i>	Mr Davies
Year 4 – <i>Sea Otter</i>	Year 5 – <i>Terrapin</i>	Miss Smith
Year 5 – <i>Turtle</i>	Year 6 – <i>Coral</i>	Mr de Waal
Year 5 – <i>Terrapin</i>	Year 6 – <i>Oyster</i>	Mrs Stenning & Mrs Woodman

We are very pleased that both Miss Baggs and Mrs Gullick will be able to continue in their roles of Co-Sports Leaders next academic year.

Additional teaching and learning staff

All teachers are entitled to planning, preparation and assessment time. This is largely covered by other members of staff, including Mrs Ellis and teachers taking on additional hours.

Our Teaching Assistants (TAs) play a key role in the life of our school. They are deployed according to the needs of children which may vary over the year. (The teaching assistants working with the classes in September will be shared in next week's parent bulletin.)

We also have a fantastic team of supply and part time teachers who have worked part time in our school over the last year and will continue to next year. They know our school and the children well.

Phase Leaders

Our Phase Leaders help lead and coordinate one or two year groups each:

- Early Years Leader (Reception) – Mrs Wren
- Key Stage 1 (Years 1 and 2) – Mrs MacDonald
- Lower Key Stage 2 (Years 3 and 4) – TBC
- Upper Key Stage 2 (Years 5 and 6) – Mr de Waal
- Curriculum Leader – Mrs Woodman

Senior Leadership Team (SLT)

Our present Senior Leadership Team will continue next year:

- Mr Lincoln – Headteacher
- Mr Etherton – Executive Headteacher & CEO Bishop Otter Academy Trust
- Miss Wing – Deputy Headteacher (Inclusion)
- Mrs Bishop – Deputy Headteacher (Teaching and Learning)
- Mrs Cooke – School Business Manager & CFO Bishop Otter Academy Trust

Home School Link Workers and Inclusion/Pastoral Support

Mrs Masters (Assistant SENCO) and Mrs Collins (Home School Link Worker) continue to do a fantastic job working closely with children and families. For more information about how they can support you, please visit our website: <http://www.stnicolasmary.w-sussex.sch.uk/page/?title=Home+School+Link+Workers&pid=148>

Further Information:

Meet the Teacher Meetings

We are very pleased that we will once again be holding our 'Meet the Teacher' meetings live in school next week (dates below – the year groups relate to the year group your child will be part of in September 2023):

During the meetings, **which will take place in the Small Hall**, teaching staff who are not in that day's meetings will be available to supervise the children – please pick your children up as normal and then take them to Fir Tree playground. We kindly ask that children are collected straight after your meeting with the teachers.

- Tuesday 11th July – Meet the Teacher **Year 5** [3.20 – 3.40pm] and **Year 6** [3.45 – 4.05pm]
- Wednesday 12th July – Meet the Teacher **Year 3** [3.20 – 3.40pm] and **Year 4** [3.45 – 4.05pm]
- Thursday 13th July – Meet the Teacher **Year 1** [3.15 – 3.35pm] and **Year 2** [3.40 – 4.00pm]

In addition, a 'Meet the Headteacher information video' will be uploaded to the school website before the end of term – we will let you know when it is available to view.

Yours sincerely

Andy Lincoln
Headteacher