



Woodthorpe Community Primary School
Lewis Road
Sheffield
S13 8DA

Tel: 0114 239 9167
Fax: 0114 264 2628
Email: enquiries@woodthorpe.sheffield.sch.uk
Headteacher: Dave Smith
Chair of Governors: Grant Walker
www.woodthorpeprimary.co.uk

11/02/2019

Dear Parents/Carers,

We would like to inform you all that after many years of supporting children and families in our school, Mrs Daley, our Educational Welfare Officer, has made the decision to retire. Everyone in school will miss her and I'd like to take this opportunity to thank her for all her hard work and dedication to the school. I know many of you have benefited from Mrs Daley's expertise, guidance and support and would wish to join me in wishing her a fantastic retirement.

Mrs Daley's role will be delegated to a number of staff. Below is a list of who you may contact should you require any help and support.

Our staff will try and speak with parents as soon as they can. However, I ask all parents to understand, that this may not be possible immediately, due to other commitments/duties staff have throughout the day. If a member of staff is not available, you will be asked by a member of the admin team if they can either; pass a message on, ask a member of staff to call you back, or make an appointment to see them.

Thank you for your patience and understanding in this matter.

Class Teachers

Your child's class teacher should be your first port of call, should you wish to discuss any concerns regarding your child. I ask you to remember that class teachers may not have time at the beginning of the day to discuss things in any detail. If you have any concerns which you feel require a long discussion please call at the front desk to make an appointment. Class teachers will endeavour to speak to you at their earliest opportunity.

SEN

SENCO- Mrs Jay Oliver

Should you require any support regarding your child's Special Educational Needs, please ask to speak with Mrs Oliver.

Assistant Heateachers/Key stage Leaders

Foundation Stage – **Mrs Julie Shepherd**

Key Stage 1 – **Mrs Ruth Mather / Miss Hair**

Key Stage 2- **Mr Frank Reardon**

If you are unable to speak with your child's class teacher, please make an appointment to speak with one of our Assistant Headteachers, who will contact you as soon as possible in order to help resolve any problems.

Safeguarding

Headteacher (Designated Safeguard Lead) - **Mr Dave Smith**
Deputy Headteacher (Dept Designated Safeguard Lead) – **Mrs Karen Bister**

If you have concerns regarding the safety and well-being of any children in our school, please speak with either Mrs Bister or I. Please ensure you make it clear to our admin team that you wish to discuss a safeguarding matter.

PLEASE NOTE THAT MEMBERS OF THE ADMIN TEAM ARE NOT ABLE TO DISCUSS SAFEGUARDING CONCERNS WITH ANY PARENT OR CARER.

Both Mrs Bister and I try to ensure that one of us is available to speak to at the beginning or the end of day. However, there are days when this simply isn't possible. On these occasions you may be guided to one of our Assistant Headteachers or asked to leave a message. We will get back to you at the earliest opportunity.

Once again, I'd like to thank you all for your support and join me in wishing Mrs Daley a happy and healthy retirement.

Yours Sincerely

Mr Dave Smith (Headteacher)