

30th August 2013

Dear Parents,

I would like to introduce myself to you as your new Consultant Headteacher here at Scalford Primary School while we seek to appoint a permanent replacement headteacher for Mrs Hill. My name is Mr Troy Jenkinson and I currently work at Stathern Primary School.

I shall be working in Scalford Primary for 1 and ½ days each week. This will normally be on a Tuesday (all day) and a Friday (afternoon) and is for the Autumn term (though it may be extended if needed into the Spring).

While we will continue to have a very open policy and welcome parents in, it may be more challenging to speak directly with me, though I will do my best to be available to meet you at such events as the forthcoming MacMillan tea and cakes afternoon and a Communications Evening (more details to follow) as well as other school events.

If you have a concern with your child in school, in the first instance you need to speak to your child's class teacher (who generally bring classes out at the end of the day and collect them from the playground in the morning). The class teachers are the best person to answer any general queries as they work with your child on a day to day basis. If it is not possible to catch them briefly, please call the office to arrange a convenient time to meet them. Should you require further assistance, Mrs Waring or Mrs Howden are able to handle queries on my behalf and should this not be sufficient, you may request a meeting with me.

I feel confident that we have an excellent working team here at Scalford and look forward to another successful year. My main priority for the following weeks is to get to know the children, staff and you as parents, but please be patient with me while I get to know you and your fantastic school.

Kind regards

Mr T. Jenkinson
Consultant Head Teacher