



St Michael's Church School

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23rd October 2026

Dear Parents and Carers of Ladybird Class,

I am writing to inform you of a staffing change that will take effect after the October half-term break.

As part of his role as our Inclusion Lead and SENDCo, Mr Owen will be handing over the teaching responsibility for Ladybird Class to Mrs O'Dell. This change will allow Mr Owen to dedicate more time to his whole-school responsibilities, and lead in Dragonflies, while ensuring that Ladybird Class continues to receive high-quality teaching and support. Mr Owen will remain as the EYFS Lead, therefore having oversight of the team.

Mrs O'Dell is already a valued member of our school team and brings a wealth of experience in the Early Years Foundation Stage, having previously taught in the EYFS for many years. We are delighted that she will be joining Ladybird Class as their full-time teacher from after half term. Having a teacher in the classroom full time will provide the children with consistency and continuity in their daily learning experience.

To ensure a smooth transition, Mr Owen and Mrs O'Dell will work closely together and a full handover process will take place. This will enable Mrs O'Dell to build upon the excellent knowledge Mr Owen has of the children and their individual needs. We recognise the importance of maintaining strong home-school communication during this period of change. Therefore, for the upcoming parents' evenings on the 10th and 12th of November, both Mr Owen and Mrs O'Dell will be present and this will form part of the handover process.

We are confident that this arrangement will provide the best possible continuity and support for the children, and we look forward to Mrs O'Dell becoming the full-time class teacher after half term.
Thank you for your continued support.

Warm regards,

H Daulton

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