



# BROWN CLEE C.E PRIMARY SCHOOL

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Headteacher: Mr. Danny Harley

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WV16 6SS

5<sup>th</sup> January 2024

Dear Parents/Carers,

## Welcome Back.

I hope you have all had a good Christmas and New Year.

As you all will be aware, with Miss Relph leaving last term, I (Mr. Harley) will be taking on the role as “Interim Headteacher” whilst Mrs. Buckingham and the governing body undertake the process of appointing a permanent headteacher to begin in the next academic year (2024-25). If you do have any queries about this, please do get in touch with Mrs. Lloyd ([admin@browncllee.shropshire.sch.uk](mailto:admin@browncllee.shropshire.sch.uk)), who will be able to help answer any questions.

As shared before the break, I will continue to teach maths and English in Scorpions in the mornings – with some of the other teaching staff teaching Scorpions in the afternoons. As my role will be slightly different to previous headteachers (i.e. having a 0.5 teaching commitment), there will naturally be some changes to help ensure the school’s day-to-day running is as effective as possible. We will ensure that any significant changes are shared with children and parents promptly.

One such change is that our Celebration Assembly will now take place on **Thursday afternoons**. You are still more than welcome to see us share various successes and achievements across the school over the past few days. The assembly will **begin at 14:45** and **end at 15:15** – where children will then return to class before promptly leaving. Parents, carers, grandparents etc. are welcome to come into the hall **from 14:35**.

Another slight tweak to our day-to-day procedures is that, at the start of the day, children in Scorpions and Grasshoppers will need to come into school by walking down the playground and enter school via the Grasshoppers’ cloakroom door. The rest of the school (Bees, Dragonflies and Fireflies) will need to come through the main reception. An adult (usually myself or Mrs. Lloyd) will be present at the start of the day to open gates and the main reception door. The doors will **open at 08:35** and school **begins at 08:45** – when the doors will be closed. Any children who arrive after this time will be required to sign in at reception (by waiting for Mrs. Lloyd to open the main reception door).

A quick reminder that the rearranged parent feedback sessions for children in Dragonflies will take place during the first week back (Wednesday 10<sup>th</sup> January). Any additional dates for your diary for this term can be found on our school website (<https://browncleeschool.org.uk/>).

We would also like to take the opportunity to welcome Mrs. Katherine Brescianini, who will be teaching Grasshoppers on Fridays - and Miss. Laura Davies, who will be running careclub on Thurs/Fri AMs and Wed/Thurs/Fri PMs and will be joining the kitchen staff as the new school cook. Pippa will be continuing in a transition period until her final day on 12<sup>th</sup> January.

We look forward to welcoming everyone back on Monday.

Yours faithfully,

**Danny Harley**  
Interim Headteacher

