

Head Teacher: Ms Harinder Rana

Together We Achieve

7th October 2020

Dear Parents and Carers,

I am writing to let you know that Ms Rana is unwell. Her illness is not related to Covid and we hope that she will make a full recovery soon. In the meantime, we have made a few changes to ensure that everything runs smoothly in her absence.

Leadership

Firstly, Mrs Magan and Ms Hasker are acting up as Co-Headteachers for the duration of Ms Rana's illness.

Mrs Magan will continue to lead on Teaching and Learning and in particular the work we are doing to provide remote learning should pupils be required to self-isolate. Ms Hasker will continue to lead on all aspects of Inclusion/SEND.

Safeguarding

In Ms Rana's absence, Ms Hasker will be the **Designated Safeguarding Lead**. Mrs Magan, Mrs Sherborne and Ms Moxom will also be available as part of the Safeguarding team.

Year 6 and Year 1

We have recently employed Miss Bailey as a long-term supply teacher in Year 1 and we will be doing the same for Year 6 for the duration of Ms Rana's absence. Mrs Magan will continue to support Year 6 whilst Ms Hasker will do the same for Year 1. We will let Year 6 parents know who we appoint as supply teacher once we have had a chance to interview them this week.

Getting in touch

We have provided each class with an e-mail address as a means for you to communicate with the class teacher whilst we are subject to the Covid Guidance.

nursery@woodlands.ealing.sch.uk

reception@woodlands.ealing.sch.uk

year1@woodlands.ealing.sch.uk

year2@woodlands.ealing.sch.uk

year3@woodlands.ealing.sch.uk

year4@woodlands.ealing.sch.uk

year5@woodlands.ealing.sch.uk

year6@woodlands.ealing.sch.uk

You can also contact the school office on: office@woodlands.ealing.sch.uk if you have any queries that the class teacher is unable to answer, and they will arrange for someone to get back to you.

I hope that you will join me in wishing Ms Rana a speedy recovery.

S. Wright

Shirley Kenworthy-Wright
Chair of Governors

