



2 October 2023

Parents / Carers,

We are writing to inform you of some changes to our Early Years staff team which will start after the October half term.

Mrs Lawrenz will be leaving us and Mrs May will be re-joining Park Mead on Mondays, Tuesdays and Wednesdays. We have all been very fortunate to work with Mrs Lawrenz who has been a calm, compassionate and professional team player during her time at Park Mead. We wish her all the very best for the future.

Mrs May has previously taught at Park Mead so is already part of the Pioneer team and therefore familiar with our pupils and ethos. We welcome her back. Mrs May has had previous experience of teaching in Early Years.

Mrs Healy will remain in Willows as a job share but will teach on Thursdays and Fridays. Mrs Mateides and Mrs Fairfield will continue to be Willows Learning Mentors with Mrs Fairfield working Mondays and Tuesdays and Mrs Mateides Wednesdays, Thursdays and Fridays.

We fully appreciate that these staff changes come at a very delicate time in your child's school journey. Please be reassured that appropriate transition meetings have been arranged for Mrs May to meet Willows and gain a good understanding of your child's needs. We will ensure that this transition for your child is as smooth and sensitive as possible.

Mrs May will be available to meet parents at drop off and pick up on Wednesday 4th October and Friday 13th October. Please do take this opportunity to meet her.

If you have any concerns or questions about these changes, then please do not hesitate to contact us via the school office or see us on the school gate.

Yours sincerely,

Mr Procter
Executive Head

Mrs West
Head of School

Mr Brundle
Chair of Governors





PARK MEAD PRIMARY SCHOOL

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Chair of Governors: Mr Alan Brundle

Head of School: Mrs Heidi West

