



St. Joseph's Catholic Primary School,  
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Head Teacher: Mr. P. Craig  
Tuesday, 2nd November 2021

Dear Parents/Carers,

I am writing to let you know that Mrs Dunn has been asked to support another school within the Trust. She will be in the Acting Headteacher role at St Leonard's Primary School in Sunderland over the next four weeks from today. Whilst we will miss her in the time she is away from St. Joseph's, this is a good opportunity for her and her strengths will contribute to raising standards in St. Leonard's.

As a result, both Mrs Bertram and Mr Charlton have agreed to take on Mrs Dunn's leadership responsibilities in the interim. Mrs Bertram will be responsible for leading teaching and learning across school, while Mr Charlton will be the point of contact for SEND.

Parents of children with SEND can contact Mr Charlton via the school email or phone number if they have any queries or concerns. However, Mrs Dunn will ensure she has time to discuss each individual child's needs with Mr Charlton during this week.

We have employed Miss Mel Shirlow on a short term teaching position over this period. She will be covering the teaching of Mrs Dunn, as well as releasing Mrs Bertram and Mr Charlton for their enhanced leadership roles.

If you have any queries about this, please don't hesitate to contact me.

Yours sincerely

Mr P Craig  
Headteacher

