Ray Lodge Primary School

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Head of School: Mr Nick Miller Executive Headteacher: Miss Amanda Jennings

Immersive Learning – Shaping the Future

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Monday 14th September 2026

Dear Parents and Carers of 2M Pupils,

I am writing to clarify the staffing arrangements for Year 2M and to apologise that these were not communicated to families before the new routine began.

**Ms Makins will teach 2M from Monday to Thursday, and Mrs Needham will be the class teacher on Fridays.** Mrs Needham taught in Year 2 at Ray Lodge last year and is therefore very familiar with the year group and many of the children in this year's Year 2 cohort.

Ms Makins and Mrs Needham will be job-sharing and will work closely together to ensure consistency and continuity across the week. They will communicate regularly regarding the children's learning, progress and individual needs to ensure that 2M continues to receive the best possible provision.

This is a planned staffing arrangement and is not due to sickness or an unexpected absence. The particular day on which Mrs Needham would teach and Ms Makins would be off was not confirmed until after the summer holidays. However, once the arrangement had been finalised, we should have communicated this clearly to parents and carers before it began.

We recognise that changes to familiar routines can be particularly important for children who benefit from additional preparation and predictability. Giving families advance notice would also have provided you with the opportunity to discuss the arrangement with your child and prepare them for the change.

Please accept our sincere apologies for the lack of communication and for any confusion or concern this may have caused. We will ensure that we reflect on this and communicate staffing arrangements and changes more clearly with families in the future.

Thank you for your understanding and continued support. We are confident that Ms Makins and Mrs Needham will work closely together to provide a consistent, positive and supportive experience for all children in 2M.

Yours sincerely,

Nick Miller
Head of School
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