



# Downton Church of England VA Primary School

Gravel Close, Downton, Salisbury, Wiltshire SP5 3LZ

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Headteacher: Mrs Paula Carlton BA (Hons) QTS NPQH

Deputy Headteacher: Mrs Megan Ford BA (Hons) QTS



Wednesday 23<sup>rd</sup> November 2022

Dear Parents

I writing to let you know that Mrs Job will be stepping down as SENCO from December 2022. She has made this difficult decision so that she can refocus on making a difference to our pupils from within her EYFS lead role.

She has asked me to thank you all for the support and kindness you have shown her during her tenure as SENCO. I am sure you will all agree that she has made a difference to so many children – we are very grateful to her. I would like to take this opportunity to thank her for all of work she has done supporting children and their families in her role as SENCO.

I am delighted to announce that Miss Mansell has been appointed as our new SENCO. She has been working behind the scenes alongside Mrs Job since half term and has already made a positive impact to our provision. Miss Mansell takes on this role, 3 days a week, with a determination to ensure that we continue to support all children to make the best possible progress. Over the last few weeks, she has already been working very closely with Mrs Job to ensure continuity.

Please join me in welcoming Miss Mansell to the Downton Primary School team. I know that she too is looking forward to getting to know you all.

If you wish to contact Miss Mansell regarding your child, you may contact her via email on [senco@downton-pri.wilts.sch.uk](mailto:senco@downton-pri.wilts.sch.uk). She has completed a thorough handover with Mrs Job, so please only do so with new information.

Miss Mansell will hold a SENCO Coffee morning on **Thursday 5<sup>th</sup> of January 2023 at 9.15-10.00am**. This will be an opportunity for you to meet her, chat with other parents and enjoy a slice of cake together.

If you would like to discuss this change further, please contact myself or Mrs Ford on the school telephone number, so that we can discuss this further.

Yours sincerely,

Paula Carlton  
Headteacher

