

August 2007

Dear Parent

I write to inform you that following a period of ill-health, Mrs Jan Hannan has left Vinehall with effect from September 2007. I am sure that you will want to join with us in wishing her well for the future.

Mrs Tessa Richardson has been offered the position of Head of Pre-Prep and has accepted this key position. We have all seen how capable Mrs Richardson is in the role of Acting Head of Pre-Prep in recent years and she is keenly aware of her duty of care towards the children, the staff and you as parents. Mrs Richardson is extremely professional in her approach and since she is already so experienced and involved with the management of the Pre-Prep, you can be certain that the transition to her leadership role will be seamless. The staff in Pre-Prep are united behind Mrs Richardson and I am sure that you will support her in her new role.

Mrs Richardson's approach is very much team-based. She is a reflective practitioner and a highly respected teacher. She is keen that we all work together to make our Pre-Prep the best that it can be and she will be supporting the staff behind the scenes so that they can focus on their work in the classroom. Mrs Richardson has been undertaking and overseeing staff appraisals over the past year and has already taken on management of many internal procedures. She has been central to the running of the school in her position as Deputy Head of Pre-Prep and Head of Early Years (a role with which she will continue whilst settling Miss Sanderson into her Reception teaching post).

Mrs Richardson aims to foster a very positive atmosphere in Pre-Prep with enthusiastic children and happy parents, who enjoy interacting with staff on a daily basis. She will ensure that good communications between parents and school are a priority and she aims to make herself available to you. Please do not hesitate to contact her if you need to raise an issue, share a concern or even suggest improvements for the Pre-Prep.

During the summer break, Mrs Richardson has been characteristically busy on behalf of the school. As most of you already know, she is a conscientious member of staff who leads by example and typically introduces her innovative and creative ideas through discussion and agreement. The Pre-Prep entrance, displays and library have evolved over the summer and I have no doubt that it is set to be an exciting, vibrant and happy time ahead for our Pre-Prep under Mrs Richardson's leadership.

With very best wishes for the remainder of the holiday. We look forward to seeing you soon.

Julie Robinson
Head