

HBU/GHA

15 January 2021

Dear Parents and Carers

**Re: Interim Head of Year 8 – Maternity Cover**

As you may be aware I am due to commence Maternity Leave in February, therefore, I would like to take this opportunity to introduce Mr Farrow as the Interim Head of Year 8, in my absence. Mrs Morgan will continue as the Assistant Head of Year and she will be working closely with Mr Farrow to ensure that the students continue to receive all the support, advice and guidance that they will need as they continue their journey at Plume Academy.

Mr Farrow is a vastly experienced teacher who has been at Plume Academy for a number of years and whilst he knows many of the students already, myself and Mrs Morgan have been working closely to fully brief him on the progress, attainment and pastoral information relating to this year group. As a result, Mr Farrow has already been supporting Year 8 for a number of weeks and I am confident that this structured approach will ensure a very smooth transition into this role. Mr Farrow is very much looking forward to working with all of our Year 8 students and I know he will have a very positive impact on the year group.

I intend to formally introduce Mr Farrow to Year 8 on Friday 15 January as part of an assembly. Mr Farrow will be joining registrations remotely over the next few weeks to talk to all the students and to reassure them that the usual protocols and support will remain in place. Any concerns that student may have will be addressed, and dealt with consistency and in the usual supportive manner.

I would also like to take this opportunity to congratulate Year 8 for another extremely successful transition to remote learning, and to thank you, as parents /carers, for the high level of support and encouragement you provide on a daily basis to ensure that Year 8 students are able to access online lessons. It is clear that students are demonstrating fantastic 'Learnability' by engaging in the provision available and independently adapting to a new routine. I am certainly going to miss working with such a wonderful group of students.

If you have any further questions at this time, please continue to liaise with Mrs Morgan, Assistant Head of Year [l.morgan@plume.essex.sch.uk](mailto:l.morgan@plume.essex.sch.uk) or Mr Farrow, Interim Head of Year 8 [c.farrow@plume.essex.sch.uk](mailto:c.farrow@plume.essex.sch.uk) or myself and we would be delighted to address any queries you may have.

Yours sincerely



**Mrs H Bush**  
**Head of Year 8**  
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