

27<sup>th</sup> March 2023

Dear Parents and Carers,

**Update on the leadership of the school**

The Head of School at St Mary's in Lowestoft, Mrs Parker, will be going on maternity leave in May. As a result, Mrs Goddard will become the Head of School over both St Mary's, Lowestoft, and St Mary and St Peter school in Gorleston.

In order to increase leadership capacity when working off site, we have appointed an assistant head teacher in both schools. We are pleased that Mrs Steele has been appointed as the assistant head teacher here at St Mary and St Peter. The reason for appointing an assistant head was to ensure that there is always a senior leader and point of contact for parents and children. As you already know, I share my time between both schools and Mrs Goddard will do the same.

Myself, Mrs Parker and Mrs Goddard have been working closely together to ensure that there is a smooth handover and that everything will work well for the children, the staff, the governors and you, our parents.

I wanted to reassure that there will always be someone available should you need to speak to anyone in school. In the first instance, please always speak to your child's class teacher. If then you feel you need to take your concern further then please contact school and ask to speak to either a designated safeguarding lead or senior leader depending on the nature of your concern. Miss Brooks has responsibility for Early Years, Mr Rebecca for KS1 and Mrs Steele for KS2. If after this you require to speak to Mrs Goddard or myself then do not hesitate to an appointment through the office. We will always make time to see you.

I am very confident that the new structure will work well for everyone and enable us to ensure that both schools continue to move forward and develop more strengths through working in partnership.

If you wish to discuss this further then please do not hesitate to make an appointment to see me.

Yours faithfully,



Helen Armstrong

Executive Headteacher



**Set Sail for Success**

East Anglian Way, Gorleston, Great Yarmouth, Norfolk, NR31 6QY  
[office@smspprimary.norfolk.sch.uk](mailto:office@smspprimary.norfolk.sch.uk) [www.smspprimary.co.uk](http://www.smspprimary.co.uk)

01493 445 117  
[@SMSPGorleston](https://www.facebook.com/SMSGorleston)



