



West Monkton Church of England School

A place for growing together and learning to fly.

Headteacher : Keira Hayden Chair of the LSC : Tom Moore

Friday, 2nd October 2026

Dear Parents and Carers,

I am writing to share some staffing updates that will take effect after the October half term.

As you know, Miss Thompson, our Crane Class teacher, will soon begin her maternity leave. We are pleased to welcome Mrs Milligan, who will be teaching Crane Class during Miss Thompson's absence. Mrs Milligan is looking forward to joining our school community and getting to know the children and families in the class.

To ensure a smooth transition, there will be dedicated time before half term for Miss Thompson and Mrs Milligan to meet and share information about the children, their learning, and their individual needs. We are confident that this will help provide continuity and consistency for the class.

I would also like to let you know that Mrs Souster, our Senior Office Administrator, will be leaving us at half term. Mrs Souster has been a valued member of our school team, and we are extremely grateful for her dedication, professionalism, and commitment to supporting our children, families, and staff. We thank her for all she has contributed to the school and wish her every success and happiness for the future.

Following Mrs Souster's departure, Miss Smith will be joining us as our new Senior Office Administrator after half term. Some of you may know her as a parent of the school and active member of the PTA. We are delighted to welcome her to the team and know that she will be a great addition to our school community.

Thank you for your continued support.

Yours sincerely,

Keira Hayden
Headteacher