



Great Gaddesden C of E (VA) Primary School

'Treat others exactly as you would like to be treated' (Luke 6:31)

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30th April 2026

Dear Parents/Carers,

RE: Staffing update

I am writing to inform you of some staffing changes effective from **after the May half term break**.

School Office

Mrs Curtis, our Office Manager, is relocating to be closer to family and will be leaving her role of Office Manager.

I am pleased to inform you that Mrs Redman has been appointed as Office and Pastoral Manager and will continue to work Monday, Tuesday, Thursday and Friday. As I am sure you will agree, Mrs Redman has had a hugely positive impact in her role growing our pastoral provision and it is a role we feel is essential in supporting our children and families. Being based in the office, she will consistently be the first point of contact for our children and families and continue to support the running of the school. To release class teachers for their statutory planning, preparation and assessment time, Mr Waygood will be teaching the Upper School and Mrs Marshall will teach the Lower School in addition to our Sports Coaches.

Ms Baltera will be working in the school office on a Wednesday as our Finance Assistant. Therefore, to support this change, I have outlined below how the office roles and responsibilities will be separated and who to direct different enquiries to from 1st June:

Mrs Redman (Office & Pastoral Manager)	Ms Baltera (Finance Assistant)
<ul style="list-style-type: none">● Pastoral Support● Medical Needs● Deputy Safeguarding Lead● Attendance● Club bookings● Day-to-day running of the office● Trip organisation● Admissions & Visitors● General enquiries <p>General: admin@greatgaddesden.herts.sch.uk Absences: absence@greatgaddesden.herts.sch.uk</p>	<ul style="list-style-type: none">● Dinner, trip and club balances● Invoices● Tax free child care payments <p>Please note: Miss Baltera's working day in the office will be one day per week (Wednesday) so balances and financial queries will be dealt with on that day.</p> <p>Email: finance@greatgaddesden.herts.sch.uk</p>

SENDCo

From 1st June, Mrs Aikman is reducing her hours and will be working one day per fortnight. However, we recognise the importance of having a SENDCo on site each week. Therefore, I am pleased to inform you that Mrs Curtis has recently been appointed to share the SENDCo role equally with Mrs Aikman. They will work on alternate weeks and aim to be in school on a Tuesday. Whilst Mrs Curtis is moving further away, she was keen to be able to stay at Great Gaddesden and prior to working with us, Mrs Curtis worked as a SENDCo at another Church school and is looking forward to taking on this new challenge at our school.

Therefore, to support the change to a SENDCo job share, from after half term, please direct all SEND related queries to senco@greatgaddesden.herts.sch.uk. Both Mrs Aikman and Mrs Curtis will manage this account and will work together to support all of our children to flourish.

I hope this letter reassures you and provides clarity around how we plan to manage these changes.

If you have any questions, please do not hesitate to contact me directly.

Yours sincerely,



Mr M. Beach

Headteacher