



AND RESOURCED PROVISION FOR  
HEARING IMPAIRED CHILDREN  
Headteacher: Mrs C Findlay

28<sup>th</sup> March 2025

Dear Parents and Carers

### Staffing Update

I am writing to let you know of some staffing changes taking place in the next few weeks.

Today in school we are saying goodbye to Mrs Trevor who is moving into a new role within the Special Educational Needs team in Wokingham. Mrs Trevor has supported many children during her time with us at Manor. Her calm and caring nature, and expertise in supporting children with additional needs, will be greatly missed.

At the end of this term, we will be saying goodbye to Mrs John who is moving to live abroad. Mrs John has only been with us a short time, but has become part of the team so quickly and we will be sad to see her leave.

Also, at the end of this term, we are saying farewell to Mrs Vercoe who has worked at Manor Junior School for nearly 19 years. Mrs Vercoe is leaving teaching to work in another role nearer to her home. Mrs Vercoe has taught so many children during her time here and I would like to thank her for her commitment and dedication to the school. She has held many roles during her time with us, but I would like to particularly acknowledge her passion and expertise for art and the care she has shown our looked after children in her role as Designated Teacher for Looked After Children.

Mrs Coburn will be taking over Mrs Vercoe's class responsibilities in 3K for the rest of the academic year and Mrs V Brown will be taking over the role of Designated Teacher for Looked After Children.

It is never easy to say goodbye to staff, but when we know they are leaving for a new chapter or experience in their lives, we know this is the right thing for them. I would like to wish them luck as they begin their new adventures and remind them that they will always have a place in our hearts at Manor.

Your sincerely

Mrs C Findlay  
Headteacher