



## Dereham Church of England Junior Academy

Headteacher: Mrs Kelly Scott

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Diocese of Norwich  
Education and  
Academies Trust

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Dear Parents and Carers,

I am writing to inform you that Mrs Otty, who has worked at the school for the past 12 years, will be leaving at the end of this term to take up a new leadership and SEN post in another setting.

Mrs Otty has worked tirelessly over the past 12 years to ensure SEND support at the school has gone from strength to strength and we are truly thankful for all she has done for the children and families here at Dereham Junior Academy. I know many of you will have worked closely with Mrs Otty over the years and will also be sad to see her leave. However, I am sure you will also join me in wishing her all the best for her new adventure.

We are advertising for a new SENCO and as soon as we have made an appointment, we will let you know, especially those parents who have children on our SEN register. I will be working closely with Mrs Otty this half term to support an effective handover. Mrs Otty will also be meeting with all class teachers before she leaves to provide additional advice and information where this is required.

Initially I will take over the role of Designated Teacher for our Looked After Children, although this may transfer to our new SENCO later in the year. Later in the Spring/Summer term, Mrs Otty has agreed to return to school to undertake the EHCP review meetings to ensure there is a smooth transition to finish off the year.

We are confident that your children will continue to be well supported at the school and we will continue to work together to best support the needs of all pupils.

Yours sincerely

Mrs Kelly Scott  
Headteacher