



12th June 2026

Dear Parents and Carers,

As we begin to plan for the next academic year, I wanted to provide you with an update regarding pastoral support at St Vincent's School. Many of you will be aware that, after more than 40 years of dedicated service to the school community, Norah will be retiring at the end of this academic year. I know that families, past and present, will join me in expressing our heartfelt thanks for the tremendous difference she has made to the lives of countless children, young people and families over four decades.

Her commitment, care and support have been a cornerstone of St Vincent's, and her contribution to the school is difficult to put into words. As we prepare for this transition, we have carefully considered how best to continue supporting our families whilst ensuring that our pastoral provision remains strong and responsive to the needs of our school community.

From September 2026, our Family Liaison Officer provision will evolve into a new Pastoral Lead role. This development reflects our commitment to providing a joined-up approach to pastoral care, family support and pupil wellbeing.

I am pleased to share that Miss Ellison will take on responsibility for this area alongside her existing role as SENDCo and member of the Senior Leadership Team. Many of our families already know Miss Ellison well through her work supporting pupils, families and external agencies. This new arrangement will strengthen the links between pastoral support, SEND provision and wider school services, helping us to provide an even more coordinated approach for our children, young people and families.

To enable Miss Ellison to undertake this expanded role, she will be stepping away from classroom teaching. We are currently recruiting for a teacher to join our team and are hopeful that the successful candidate will be in post for the start of the new academic year. I appreciate that any change can bring questions, particularly when it follows the retirement of someone who has been such a significant part of school life for so many years. Over the coming weeks, we will provide further updates and opportunities for parents and carers to meet with us, both in person and online, to learn more about these developments and ask any questions they may have.

Whilst this marks the end of an important chapter in the school's history, it also provides an opportunity to build upon the strong foundations that have been established and continue to develop the support we offer to our pupils and families.

Thank you, as always, for your continued support of St Vincent's School.

With best wishes,

A handwritten signature in black ink, appearing to read 'D Swanston', written in a cursive style.

Mr. D Swanston
Headteacher