

14.01.2025

Staffing change

Dear Parents/Carers,

I am writing to you to inform you of a staffing change at Gracelands. Farah, who is currently in the role of Administration Assistant in the front office, has been successful in securing a new position at a local school. We are thrilled that Farah is progressing in her career and know that her new school will be very lucky to have her. Having said that, she will of course be greatly missed by the team and families alike at Gracelands.

Farah's last day at Gracelands will be this Friday, 17th January 2025.

We have a recruitment process live for a replacement for the Gracelands Administration Assistant role. There will be a short period of time in between Farah leaving and a permanent replacement starting, where we will have a temporary Administration Assistant supporting us.

We will endeavour to ensure a robust transition and maintain as much continuity for our families as possible.

We would like to take this opportunity to thank Farah for all of her hard work and commitment here at Gracelands since last September. She has been a wonderful member of the team.

Please do reach out to myself or Harshila if you have any queries or questions.

Yours faithfully,



Samantha Richards
Executive Head Teacher