



**Kelvedon St Mary's  
C of E Primary Academy,  
Nursery & Autism Support Centre**

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Executive Headteacher: Mrs. L. Osborne BA (Hons) NPQH  
Head of School: Mrs A. Nottage BA (Hons)

30<sup>th</sup> January 2023

Dear parents and carers,

I am writing to inform you that Mrs Metson has been promoted to Head of School at Finchingfield St John the Baptist Primary Academy. This means that whilst Mrs Metson will continue to work within the Canonium Learning Trust family, she will depart Kelvedon St Mary's at the end of this half term.

Mrs Metson has been a well-respected teacher and leader for a number of years at our school. In addition to her class and phase responsibilities, we would like to thank her for the way she has championed student teacher development and led curriculum subject areas. There is no doubt that we will miss Mrs Metson's positive outlook, dedication and 'can do' attitude, but we wish her much success and happiness in her new role.

With careful consideration, we have chosen Miss Rushen to take on Mrs Metson's class responsibility. Miss Rushen is a recently qualified teacher, who has worked extensively with Mrs Metson during her teacher training programme. She has a good understanding of the year two expectations and curriculum. As Miss Rushen is already an existing member of our team at Kelvedon, she has started to build relationships with the children and will continue to do this over the transition period. Mrs Metson and Miss Rushen will also be planning collaboratively over the next couple of weeks to further assist a smooth transition for the children.

We recognise this is important news and encourage you to contact Mrs Nottage or I if you have any questions regarding the upcoming arrangements.

Yours faithfully,

Lois Osborne  
Executive Headteacher

