



Friday 24<sup>th</sup> February 2023

Dear Parent / Carer

**Temporary Head of Year 7 from 27<sup>th</sup> February 2023**

We are writing to inform you that, Mr Todd, our current Head of Year 7, will be taking extended leave of absence for 3 months for knee replacement surgery. As you will no doubt be aware from your child and any interaction which you may have had with Mr Todd, his hard work and dedication to supporting Year 7 during their first two terms at Rooks Heath have been excellent.

We are pleased to announce that Miss Olivero has been appointed as Temporary Head of Year 7 while Mr Todd is away. Miss Olivero is very much looking forward to working as part of the Pastoral Team and Mr Todd has been working closely with Miss Olivero to ensure a smooth handover.

Miss Olivero will be known to many Year 7 students as the teacher of Classics (Latin/Ancient Greek) and is a current Year 7 Form Tutor. Miss Olivero is already therefore familiar with the systems in place for Year 7 and will replace Mr Todd temporarily as your point of contact after the Form Tutor.

Mr Todd plans to return to Rooks Heath in early May. We are sure you will join us in wishing Mr Todd a successful operation and all the best for his return.

Yours sincerely,

Mr S Ahmed  
**Deputy Headteacher, Pastoral**

