



12th January 2026

Dear Parents / Carers,

RE: Year 10 Pastoral Leadership and PE Provision

I am writing to inform you of a temporary staffing change affecting Year 10. Due to unforeseen circumstances, the Head of Year 10, Mr Todd, who also teaches Physical Education, will be absent from school for a period of time.

Please be assured that we have put clear alternative arrangements in place to ensure that both pastoral support for Year 10 students and the delivery of PE lessons continue without disruption. Supporting the wellbeing, behaviour, and academic progress of our students remains a priority.

During Mr Todd's absence, Ms Abbot, an experienced and established member of staff and currently Co-Head of Year 7, will be taking on the role of Head of Year for Year 10. She will provide consistent day-to-day leadership and work closely with form tutors, with additional oversight from a member of the senior leadership team, to ensure continuity of pastoral care. Students will continue to have access to their usual pastoral systems, and any concerns will be addressed in the normal manner.

Regarding Physical Education lessons, we have reorganised staffing to minimise disruption to learning. PE lessons will continue to be taught by experienced staff, and where necessary, internal cover arrangements will be used to ensure consistency and maintain high expectations.

We wanted to be transparent with our parent and carer community about these arrangements and to reassure you that we are fully committed to maintaining high standards of care and education for your children. We will keep you updated as appropriate.

If you have any queries, please contact your child's form tutor or email contactus@rooksheath.harrow.sch.uk, clearly stating the nature of your enquiry and your child's name and form group.

Thank you for your understanding, patience, and continued support.

Yours sincerely,

Mr. S Ahmed
Deputy Headteacher, Pastoral

