

# FOREST OAK SCHOOL AND MERSTONE SCHOOL



WINDWARD WAY  
SMITH'S WOOD  
BIRMINGHAM  
B36 0UE



Executive Head Teacher  
Miss Donna Luck

2<sup>nd</sup> December 2024

Dear Parents, Families and Carers,

As we draw towards the end of an extremely busy term, I am writing to inform you of some staff changes.

Jenna Ravenhill - Office Admin, will be leaving us to take up a new role as an Attendance Officer and Laura Alt - Acorn Lead will also be moving on to take on a role as Family Support Worker. We like to think that their time at Forest Oak has given them the skills and confidence to further their careers.

Rachel Rogers will be retiring after being at Forest Oak for 17 years.

All will be greatly missed for their enthusiasm and commitment to our school and I am sure that you will join us all in wishing them well.

We are currently in the process of ensuring that we have outstanding replacements for these people and appreciate your support as we fill the posts. All recruitment follows a rigorous process involving SLT and Governors, with the support of HR and this can take some time to ensure all relevant DB and referencing checks are made. We always strive for the very best for our children and young people.

Kind regards

A handwritten signature in black ink that reads "Donna Luck".

Donna Luck

Executive Head Teacher

**Kindness, Compassion, Patience.**

