



Friday 27th June 2025

Subject: Update on Staffing for September 2025

BIRCH HILL PRIMARY SCHOOL & NURSERY RESTRUCTURE

Dear Parents and Carers,

I am writing to update you on some planned changes to the staffing structure at Birch Hill Primary School from September 2025. These changes form part of a staffing restructure that is now nearly complete. The purpose of this is to ensure that we continue to provide a high-quality education for all pupils in a financially sustainable way.

Understanding the context

Like many schools across the country, we are facing financial pressures due to falling pupil numbers and wider changes in school funding. At Birch Hill, we are currently operating with significantly fewer pupils than our standard intake, which means a funding shortfall of around £240,000 for the year ahead. As a result, we have been reviewing how we organise staffing across the school.

We recognise that change can bring with it some uncertainty for parents and carers. We want to reassure you that we are planning carefully to maintain strong provision across the school day; the restructure will help us make the best use of our available resources. Planning for September is under way and will continue over the summer as we finalise arrangements and prepare for the start of the new school year.

What is changing from September

- The number of teaching assistant roles will be reduced to 12.
- Leadership and support roles across the school will be reorganised to provide greater teaching support from senior staff.
- A dedicated lunchtime supervision team will be introduced.

Planning for pupils with additional needs

Our Special Resource Base will continue to operate with its current level of staffing. We are also reviewing how classroom support is organised across the school to ensure all pupils' learning and wellbeing continue to be well supported. Planning for how support will be organised for pupils with EHCPs will continue over the summer holiday, led by the SEN team.



School opening time and breakfast club

We also want to make you aware that from September, school gates will open at **8:40am** (rather than 8:30am). KOOSAKids will continue to operate the breakfast club from 7:45am as usual, ensuring that early supervision remains available for families who need it.

Staffing changes and transition to 2025/2026 academic year

A number of staff will be leaving the school at the end of this term and we are actively looking for alternative roles for them across our Trust.—In any instance where this is not possible, we will continue to provide support and advice to impacted colleagues.

As in previous years, we will confirm staffing changes as part of our end-of-year class transitions communication to families, which will be shared on Monday 30 June ahead of transition days on Wednesday 3 and Thursday 4 July.

September 2025 Welcome Meetings and SEND Coffee Mornings

As usual, year group 'Welcome' meetings will take place at the start of the new academic year giving parents the opportunity to speak to the Leadership Team and teachers.

We will also hold our regular SEND Coffee Mornings next term, and dates will be sent out shortly.

In the meantime, if you have any questions, please contact the school office which will arrange for a member of our leadership to speak with you.

I recognise that change brings with it some uncertainty. Our focus remains on planning carefully for a strong start to the new academic year, and we are grateful for your ongoing support.

Yours sincerely,

Michael Dillon

