



Hightown Road
Ringwood
Hampshire
BH24 1NH
Telephone: 01425 473554
E-mail: admin.office@ringwood-junior.hants.sch.uk
Website: www.ringwood-junior.hants.sch.uk
Headteacher: Mrs S-A Evans
BSc Hons, PGCE, NPQH

7th October 2025

Dear Parents and Carers,

I am writing to let you know that I have been asked by the Local Authority if I would provide leadership support for a local primary school that is currently without a Head or Deputy. This means that for the next 6 weeks I will be spending one day at Ringwood Junior School and four days in the other school.

I have been asked particularly because I am a long experienced Head and therefore able to step in at short notice and undertake the full range of responsibilities. Our school is in a really good position having recently had a successful Ofsted inspection and we have a strong leadership team who can work collaboratively to ensure the smooth running of the school while I am away.

My one day will vary from week to week according to need and whilst I am not at RJS, Mr Crane, Deputy Head, will assume my leadership responsibilities in my absence, supported by Mrs Thornton and Mrs Marriott who are Assistant Heads. I also intend to be at our school during the evenings when we have Parents' meetings, PTA meetings and Governor Meetings.

This arrangement will start tomorrow and I will remain in touch.

Yours sincerely,

A handwritten signature in black ink that reads 'S.A. Evans'.

Mrs Sally-Ann Evans
Headteacher

