

**WINGROVE PRIMARY SCHOOL**  
**Part of the West End Schools' Trust (WEST)**

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<b>Trust Website:</b>	www.westendschoolstrust.co.uk
<b>Payment system:</b>	<a href="https://eduspot.co.uk">https://eduspot.co.uk</a> (for password reset, please contact the school office)

30<sup>th</sup> March 2026

Dear Parents and Carers,

I am writing to share some important news about a valued member of our school community. After thirteen wonderful years of dedicated service, Ms West will be retiring from her post as Deputy Head Teacher at the end of this academic year, in July 2026.

Since joining us in 2013, Ms West has been an exceptional colleague and has become a close friend to many of us. She has supported thousands of children and their families, refined our school's curriculum, and led the majority of training for our whole team. Her outstanding teaching skills have shaped the lives and development of pupils across our school community and have been instrumental in our several successful Ofsted inspections over the years.

Ms West will be leaving the school in a strong position, but her presence will be deeply missed by all of us in the Wingrove family. I am personally very grateful for her incredible contribution and will miss her dearly when she steps down from her role in July. I will especially miss our early morning chats over a coffee and the laughs we have shared which are too many to mention.

Looking ahead, we warmly welcome Mrs Guy, who will be joining us after Easter as our new Deputy Head Teacher. Mrs Guy will work alongside Ms West during the final term of this year, ensuring a smooth transition, and she will take over the role independently from September.

Although Ms West will be stepping down from her deputy head post, she will continue to work with us one day a week from September, focusing on specific school improvement projects. So, it is not goodbye but rather the beginning of a new chapter where we can continue to benefit from her amazing talents.

We will be arranging special events for the pupils to express their thanks and goodbyes to Ms West, and I wanted to share this news with you in good time. Please feel free to speak with Ms West when you see her between now and July.

Thank you for your continued support.

Warm regards,

**Jane Mullarkey**  
**Head Teacher**  
**Wingrove Primary School**