



# HEADTEACHER PACK



**ST JOHN THE BAPTIST  
C OF E PRIMARY SCHOOL  
TITCHFIELD COMMON**

*Living, Loving, Learning with Thankfulness and Hope*

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## Letter from the Chair of Governors

*Dear Applicant*

Thank you for requesting an information pack for the role of Headteacher at St John the Baptist C of E Primary School. Our current Headteacher will be retiring at the end of this academic year after seventeen years of dedicated and inspirational leadership. We are now seeking to appoint a new Headteacher to build on our current strengths and to lead our school with drive and vision in the years ahead.

In particular, the Governors are very keen for the existing ethos and Christian principles of love, thankfulness and hope to continue to be at the centre of our school life. We support children to know what it is for all of us to love ourselves, others and the world. We encourage them to appreciate and give thanks for all we have been given through our care for others and our planet. We aspire for our children to be carriers of hope, enabling them to face challenges with courage, resilience and joy. Our school is an integral part of the local community and we highly value our partnership with St John's Church, Locks Heath. Currently, four members of the church, including the vicar, are on our governing body. Our school is committed to being inclusive, welcoming pupils of all and no faiths.

Our children attain well in comparison with Hampshire and National outcomes. We have designed an effective curriculum that excites and motivates pupils and staff. In October 2024 the school was inspected by SIAMS and the report resonated with our shared school ethos. The report noted that children 'achieve well and overcome obstacles by linking hope with resilience.' It also highlighted the inclusive nature of our school, noting that St John's is 'a place where joyful memories are made together for people of all backgrounds, abilities and ages.'

We have a strong and committed staff who see themselves as a part of one team, working hard for the benefit of the school community. Staff are well supported in their continuing professional development and they lead a wide variety of extracurricular activities and many visits to enhance our curriculum.

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Our school is highly regarded in the local community and visitors frequently comment on the 'special atmosphere' they encounter as soon as they enter the building. It should be noted that, like other schools in our area and nationally, we have been affected by a falling population of children of primary school age. We have taken the decision to reduce our PAN to 45. The first term of teaching with a mixed Yr1 & Yr2 class has been extremely successful and well-liked by pupils, staff and parents.

Our information pack is provided as an initial insight into our school community and local area. Please find within the pack our hopes for the Headteacher, Person Specification and the Job Description. These have been carefully collated to reflect our views about the qualities and responsibilities required of our new Headteacher.

We would be delighted to show you our school and further discuss the position of Headteacher at St. John's.

With best wishes

*Sue Page*

Chair of Governors

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## Letter from the Vicar

*Dear Applicant*

It is a real joy to welcome your interest in the role of Headteacher at St John the Baptist Church of England Primary School in this exciting next chapter of our school and community.

St John's School predates the church as worship first took place on the school premises before the church was built. As such, the school and the church have served our community with a vision rooted in the love of Christ. We also enjoy a strong partnership with our local Baptist church, Waypoint. These relationships result in direct involvement in collective worship, church visits for seasonal services, pastoral care, curriculum links and the natural overlap of families who belong to both communities. Our Christian vision is not merely spoken but intentionally lived and invested in. In this way, every member of our community, child and adult, Christian, those of other faiths, and those of no faith, is welcomed and valued in both our school and church life.

Our recent SIAMS inspection affirmed this shared ethos acknowledging how children, teachers, families and staff embrace our distinctive Christian ethos.

We are praying for a Headteacher who will lead with integrity, imagination, and warmth; someone who sees our children as special gifts, cares for staff, and works collaboratively with governors and families; someone who will continue to develop the school in its Christian foundation and partnering with the church in mission.

Thank you once again for taking the time to explore this role. I hope you will feel encouraged to visit the school and experience its distinctive character for yourself. You can be assured of my personal prayers and support as you discern your next steps.

With every blessing

*Revd Luiz Lima*

Vicar, St John's Church, Locks Heath

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## Curriculum

Our children achieve well as they are highly engaged in an exciting, well-structured curriculum that captures their interest and builds skills, knowledge and concepts overtime. Scintillating starts, marvellous middles and fantastic finishes enable our children to be inspired by visits and visitors, share their learning with others and celebrate and utilise their learning both in school and the wider community. We ensure that our all our children are working in their zones of optimal learning through highly skilled staff who create enabling environments and conditions for learning.



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## Our Pupils

Our pupils are kind, respectful, curious and courteous. They are drawn from a very broad demographic in terms of socio-economic background, SEND and other needs, faith contexts and academic profiles. Some are very talented musicians who perform individually or as a part of our school orchestra and ensembles. A large number of children are in our junior or senior choir and they enjoy the opportunity to sing at events at school and further afield. Many are skilled in their chosen sports both inside and outside of school. Whatever their curricular or extra-curricular strengths, as a body they are conscious of their responsibility to be mindful of people who are less fortunate than themselves and to be courageous advocates for change.



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## Recent Results

### Phonics - Year 1

#### Percentage of children working at the required standard

	2023	2024	2025
St John the Baptist	81	81	87.5
Hampshire Average	79.7	81	80.8
NCER National Average	78.9	80.3	79.9

### Reading - Year 6

#### Percentage of children AS

	2023	2024	2025
St John the Baptist	86.4	76.4	83.1
Hampshire Average	74.4	74.4	75.4
NCER National Average	72.6	74.3	75.1

#### Percentage of children GD

	2023	2024	2025
St John the Baptist	33.9	29.1	40.7
Hampshire Average	30.8	29.1	33.7
NCER National Average	29	28.5	33.4

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Maths - Year 6			
Percentage of children AS			
	2023	2024	2025
St John the Baptist	79.2	76.4	86.4
Hampshire Average	73.3	72.2	74
NCER National Average	72.9	73.1	74.1
Percentage of children GD			
	2023	2024	2025
St John the Baptist	25.5	25.5	44.1
Hampshire Average	22.6	21.9	24.2
NCER National Average	23.8	23.9	25.3

Writing - Year 6			
Percentage of children AS			
	2023	2024	2025
St John the Baptist	84.7	69.1	74.6
Hampshire Average	72.6	72.3	71.6
NCER National Average	71.5	71.8	72.3
Percentage of children GD			
	2023	2024	2025
St John the Baptist	13.6	9.1	10.2
Hampshire Average	14.5	13.8	13.6
NCER National Average	13.3	12.9	12.8

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## Quotations from Ofsted (October 2023) and SIAMS (October 2024)

### Ofsted 2023

A distinctive, inclusive outlook characterises pupils' attitudes and their actions.

A wealth of extra-curricular activities help to develop pupils interest and talents well.

Pupils with SEND are consistently well supported to access the curriculum and, as a result, they are successful in their learning.

Staff have strong subject knowledge and feel well supported by subject leaders who share their expertise.

Pupils engage positively, participate with enthusiasm and achieve well across the curriculum

### SIAMS 2024

There is a well-established Christian vision that is worked out effectively in practice enabling all to flourish through kindness and care.

Collective worship is invitational, inspirational and inclusive, and that benefits from leadership across the school community.

The school curriculum is broad, inclusive and relevant, placing the school's values at the heart of the planning.

The school is a respectful and reflective community.

People enjoy life at St John's and they love its family atmosphere.

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## Our Facilities

We have a number of pastoral spaces around the school. 'The Den' is our designated ELSA room supporting children's emotional literacy. We also have The Cloud, The Rainbow Room, The Nest and The Haven for small group provisions and interventions.

We have a small library area providing a good selection of books for all ages and stages of reading.

Our school grounds boast a number of features that are appreciated by pupils and staff.

We have two multi-purpose playgrounds with sports and game markings for team games and play.

There is a designated reception outside play area that encourages curiosity, imagination, discovery and learning through play.

Our Year 1/2 have a multi-use outside area to enable outside learning and play.

Our field area is a beautiful space used for play and PE and hosts our summer fair and sports day.

The field is surrounded by our woodland walk, where nature is woven into our curriculum from going on a bear hunt in Reception Year, on safari to "Africa" and exploring mini beasts.

Our pond area brings many learning opportunities, including pond dipping, as well as attracting frogs, newts, insects and a variety of birds.

We have a sensory garden designed to help evoke all the senses. It is a calm space where you can spend a mindful moment.

We also have a kitchen garden in which, over the years, we have grown different vegetables and herbs.

We have a newly created memorial orchard with apple and pear trees and a bench to sit and reflect.



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## Inclusion

Here at St. John's, we are dedicated in nurturing and supporting all our children so they can flourish and thrive. We are very proud of our inclusive ethos where every learner is valued, encouraged and celebrated.

Our clear SEND policy ensures early identification and most importantly, timely support for those in our school community with additional needs and challenges. We believe in working closely as a team to promote a whole school culture of inclusion and understanding.

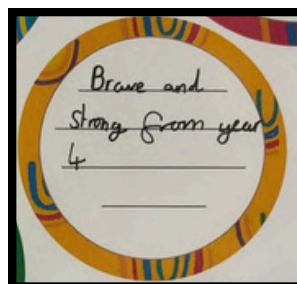
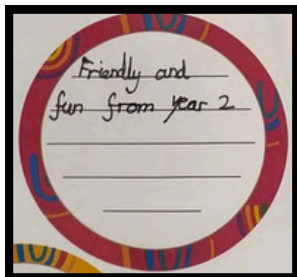
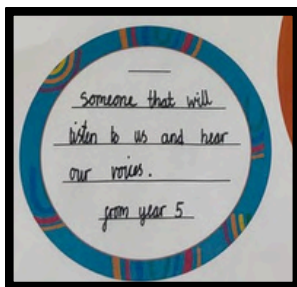
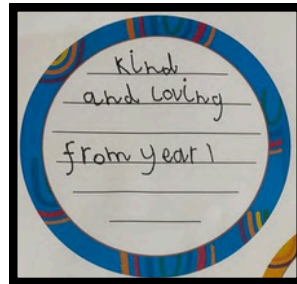
Within our inclusion team is a SENCo (out of class), ELSAs, a TALA, a home to school liaison officer and trained SEND assistants. Working as a team they are delivering a graduated programme of support for children on the SEND register. The number of children on our SEND register and children with EHCPs is roughly in line with national levels.

At St. John's, inclusion truly is at the heart of what we do and who we are with each member of staff having an active role in supporting our children and delivering daily high quality, inclusive teaching across our whole school, ensuring that we are always, "Living, Loving, Learning with Thankfulness and Hope".



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## A letter from our pupils

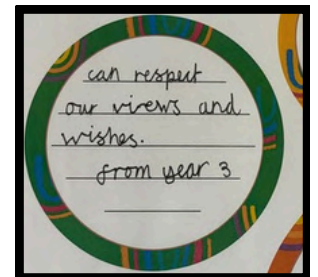
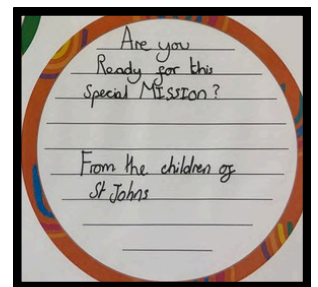


Dear new Headteacher.

We are looking for a new Head Teacher for our school. We would like that person to be.

Loving and kind  
Brave and strong  
Someone that will listen to us and hear our voices.  
A person that is helpful and a good role model and will help us to be our very best  
Someone that will respect our views and wishes and help us to develop  
We need someone who is ready to take on this special mission

Yours Sincerely  
The children of St John



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## What our parents say

*My child has flourished. We are delighted with her academic progress and we will always be grateful for the way in which resilience, kindness and creativity has been nurtured.*

*My child goes in with a smile every morning – She genuinely loves her school, her class and her teachers.*

*The staff & headteacher are an asset to the school. All adults care about my child.*

*St John's is a nurturing school with warm, kind & caring staff. Nothing ever seems too much trouble.*

*My child talks so positively about his school day, learning and friendships. We are delighted with his progress in Year R.*

*We are so proud of our child's learning at St John's. We feel that his experience in your excellent school has contributed to the wonderful all-round person he has become.*

*My child loves being at St John's & I would always recommend it to others.*

*Everyone is so welcoming; the staff are wonderful & the school has a lovely family feel to it.*

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## Our Local Area

Titchfield Common is situated in the Western Wards of Fareham.

Living in this area offers a blend of peaceful, family-friendly living, with excellent access to nature and good transport links. It boasts green spaces like Holly Hill Woodland Park, coastal access, historic charm and convenient routes to Portsmouth, Southampton and Winchester.

The area has a strong community feel. There are also excellent local community facilities such as Locks Heath Shopping Village, local leisure centres, clubs and activities.



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## **Job Description**

To provide professional leadership for the school that secures its success and improvement, ensuring high quality education and personal development for all children and improved standards of learning and achievement.

## **Scope and Context**

The Headteacher is responsible to the Governing Body of St John the Baptist CofE Primary School and, where appropriate, Hampshire County Council for the strategic and operational leadership of the school, whilst maintaining overall accountability for direction, standards, safeguarding and quality of provision.

The professional duties of the Headteacher are to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the Department for Education.

## **Strategic Direction and Development of the School**

- Ensuring that safeguarding and protecting children is a core priority to the school's work within a culture of vigilance
- Working with the Governing Body to provide vision, leadership and a clear direction for the school
- Formulating the overall aims and objectives of the school and policies for their implementation
- Producing, monitoring and evaluating school improvement plans, underpinned by sound financial planning, that identifies priorities and targets for ensuring that children achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement
- Arranging for a member of the Senior Leadership Team or other suitable person to assume responsibility for the discharge of the Headteacher functions at any time when absent from the school
- Ensuring that the management, finance, organisation and administration of the school support its vision and aims
- Securing the commitment of staff, children, parents and the wider community to the vision, ethos and direction of the school

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## **Job Description**

### **Teaching and Learning**

- Promoting and securing outstanding and inclusive teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture
- Monitoring and evaluating the quality of teaching and standards of learning and achievement of all children, including higher attaining children and those with special educational needs and disabilities, in order to set and meet challenging, realistic targets for improvement
- Determining, organising, implementing and monitoring the curriculum and its assessment in order to identify and act on areas for improvement
- Creating and maintaining an effective partnership with parents and carers to support and improve children's achievements and personal development
- Sharing good practice with other schools within its catchment area

#### **Accountability**

- Creating and developing an organisation in which all staff recognise that they are accountable for the success of the school
- Ensuring that parents, carers and children are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement
- Presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences
- Providing information, advice and support to the Governing Body to enable it to meet its responsibilities

### **Leading and Managing Staff**

- Motivating and enabling all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
- Deploying and managing all teaching and non-teaching staff and allocating particular duties, including such duties of the Headteacher as may be properly delegated, in a manner consistent with conditions of employment

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## **Job Description**

- Implementing and sustaining effective systems for the management of staff performance, incorporating targets for teachers, including targets relating to children's achievement
- With the Governing Body, participating in the selection and appointment of the teaching and non-teaching staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of the school
- Ensuring the implementation of all required safeguarding updates into school policies and procedures (at least annually) and ensure the Designated Safeguarding Lead completes appropriate training

## **Effective Deployment of Staff and Resources**

- Deploying and developing all staff effectively in order to build on the quality of education provided
- Ensuring all staff, volunteers and others that work with children are safe, by following appropriate procedures
- Managing and organising the school site efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensuring (or leading) monitoring and reviewing the range, quality, quantity and use of all available resources in order to build on the quality of education, improve children's achievements, ensure efficiency and secure value for money
- Setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control of the school budget
- Working with governors to recruit staff of the highest quality

## **Policy Framework and Requirements**

The Headteacher shall carry out his/her professional duties in accordance with and subject to:

- The provisions of current Education Acts and any orders and regulations having effect there under
- The Hampshire County Council (HCC) Instrument of Governance of the school
- HCC Education Authority policies
- Targets and standards as agreed with the HCC Learning and Leadership Partner

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## **Job Description**

The Headteacher shall carry out such duties in accordance with and subject to the following:

- Any rules, regulations or policies prescribed by the Governing Body
- Any rules, regulations or policies prescribed by HCC with respect to matters for which the Governing Body is not so responsible
- Any rules, regulations or policies prescribed by UK legislation, Department for Education (DfE) and HCC
- The terms of his/her employment

The Headteacher shall ensure that school, DfE and HCC policies practices and procedures are carried out diligently by staff and children and that those documents are timely reviewed to ensure that they remain current in accordance with legislative and best practice requirements.

## Person Specification

### The Governors have identified the following key tasks for the new Headteacher:

- To establish and develop effective relationships with children, staff and all stakeholders
- To lead the school successfully through the period of change as it moves to a PAN of 45
- To work alongside curriculum leaders to enhance our stimulating curriculum that meets the school's changing structural requirements
- To further develop St John's inclusive reputation, Christian ethos and provision

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Holds Qualified Teacher Status (QTS)</li> <li>• Holds National Professional Qualification for Headship or similar (d)</li> <li>• Has recent professional development</li> </ul>
<b>Professional Experience</b>	<p>Proven successful leadership in a Primary, Infant or Junior School.</p> <p>Can provide experience of:</p> <ul style="list-style-type: none"> <li>• experience across KS1 and KS2</li> <li>• providing oversight of accurate assessment, recording and reporting pupil performance and progress to drive improvement</li> <li>• strategic financial planning and budget management to achieve educational goals and priorities (d)</li> <li>• implementing staff performance management procedures</li> <li>• working in partnership with parents, carers and the wider community, including external agencies</li> <li>• working in partnership with a church community and its leadership (d)</li> <li>• planning and implementing of the curriculum</li> <li>• monitoring, evaluating and improving the quality of teaching and learning</li> <li>• meeting the needs of all children</li> <li>• leading and implementing effective behaviour management systems within school</li> </ul> <p>Is an active visible leader who leads by example to implement school improvement</p> <p>Demonstrates the ability to uphold public trust and confidence and always maintain appropriate positive professional relationships with both children and adults</p> <p>Is, or has recently been, a designated safeguarding lead</p>
<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>• Knows how to lead and manage change effectively to improve outcomes for children</li> <li>• Has a well-developed understanding of effective and inclusive teaching and learning strategies that improve outcomes for all children across the primary phase</li> <li>• Has a good understanding of the current National Curriculum, SIAMS and Ofsted frameworks and how to communicate this effectively</li> <li>• Has the ability to use monitoring and self-evaluation to improve school performance</li> <li>• Has an excellent understanding of teaching across the primary age range</li> <li>• Has an awareness of relevant current issues, recent educational developments, research and significant legislative changes</li> <li>• Reflects on their own training needs and is committed to undertake professional development</li> </ul>

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## Person Specification

<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Is an inspirational and supportive leader who has a clear vision of the school's journey</li> <li>• Is a resilient leader who can balance both strategic and operational demands</li> <li>• Has an understanding of the value of faith to an individual and community (d)</li> <li>• Is empathetic, compassionate, approachable and a good listener</li> <li>• Engages positively with others and demonstrates effective communication skills (written and verbal) to motivate, inspire, and influence others</li> <li>• Has experience of effective change management</li> <li>• Understands and welcomes the role of effective governance, upholding the headteacher's obligation to give account and accept responsibility</li> <li>• Establishes and sustains professional working relationships with governors</li> <li>• Promotes an effective nurturing culture within the school for all staff and pupils</li> <li>• Has the ability to oversee and manage appropriate risk assessment procedures in school</li> <li>• Demonstrates a high level of commitment and a desire to be a key member of the St John's community</li> <li>• Works flexibly, creatively and strategically to deal with the challenges of school leadership</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Communicates effectively with others – children, staff, governors and parents &amp; carers, including the more vulnerable members of our community</li> <li>• Can demonstrate the ability to make reasoned judgements and take difficult decisions, conveying required outcomes clearly, positively and with sensitivity to a range of audiences</li> <li>• Creates a culture where staff are motivated, encouraged to take initiative and make decisions, develop their skills and extend their subject knowledge</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Has a proven track record of keeping children safe and promoting a robust safeguarding culture within the school</li> <li>• Has a proven track record of keeping children safe and promoting a robust safeguarding culture within the school</li> <li>• Can show evidence that demonstrates knowledge and understanding of current legislation, guidance and best practice for child protection including safer recruitment</li> <li>• Can demonstrate the ability to co-operate and work with relevant agencies to protect children</li> </ul>
<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• Can show evidence of their development of an inclusive school, challenging all forms of discrimination</li> </ul>

## **Visits to School**

Visits to the school are warmly welcomed.

Our headteacher and Chair of Governors will be delighted to give a tour of the school and discuss the post with you further on:

- Wednesday 4th February 9:30am
- Thursday 5th February 9:30am
- Friday 6th February 9:30am
- Tuesday 10th February 9:30am

Please contact our Business Manager, via the school office, 01489 573276 or [finance@st-johns-titchfield.hants.sch.uk](mailto:finance@st-johns-titchfield.hants.sch.uk)

If the dates and times shown are not convenient please do contact us and we will be happy to arrange an alternative date and time.

## **Application Process**

Please refer to the job advert for the application form. Click on the application form, then complete and save it. Once ready, click 'Apply' button to upload your completed form.

You should provide a full statement in support of your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

The deadline for applications is 12pm on Monday 23rd February 2026.

## **Selection Procedure**

Shortlisted candidates will be invited to a selection process which will take place on Monday 9th March and Tuesday 10th March 2026. Further details will be sent to those candidates called for interview.

## **Equality Monitoring**

All applicants will be required to complete an Equality Monitoring form.

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## **Safer Recruitment**

St John the Baptist C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

## **Privacy notice**

The school collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the school.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or to take steps before entering into a contract and is necessary for our school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on our privacy notice and data protection policy.

You can contact the school's Data Protection Officer if you have a concern about the way we collect or use your data.

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## Letter from the Diocese

### The Dioceses of Portsmouth & Winchester Diocesan Board of Education

Within the Dioceses of Portsmouth and Winchester there are 153 schools with links to the C. of E. Consisting of 86 Voluntary Controlled, 49 Voluntary Aided, 1 Foundation, 2 Joint Anglican and Roman Catholic, 6 Academies, 11 Affiliated, 7 Federated Schools and 32 Independent Church Schools. These are spread across six local authority areas, Bournemouth, Dorset, Hampshire, Southampton, Portsmouth and the Isle of Wight. The Bishops of Portsmouth and Winchester encourage Church school Headteachers and governing bodies to consider carefully, with parish clergy and parochial church councils, matters relating to the spiritual, moral, social and cultural development, ethos, worship, religious education and the partnership between school and parish.

The Diocesan Board of Education and its staff support church schools in these matters as well as working alongside Local Authorities with general support, advice and training for church schools and their governing bodies. The education staff also support parishes and clergy in developing their work with schools. New Headteachers are encouraged to attend leadership training courses provided by the Diocese as part of their induction process. The Diocese also offers courses and events for school staff on all aspects of church school leadership and management.

The diocesan representative involved in the appointment process at the school you are applying to will be:

Sue Bowen, Church Schools Advisor

Diocesan Schools Advisors If you are successful in the post you are applying for, the Diocesan

Director of Education and his staff will be pleased to offer you whatever support they can during your time in the school.



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