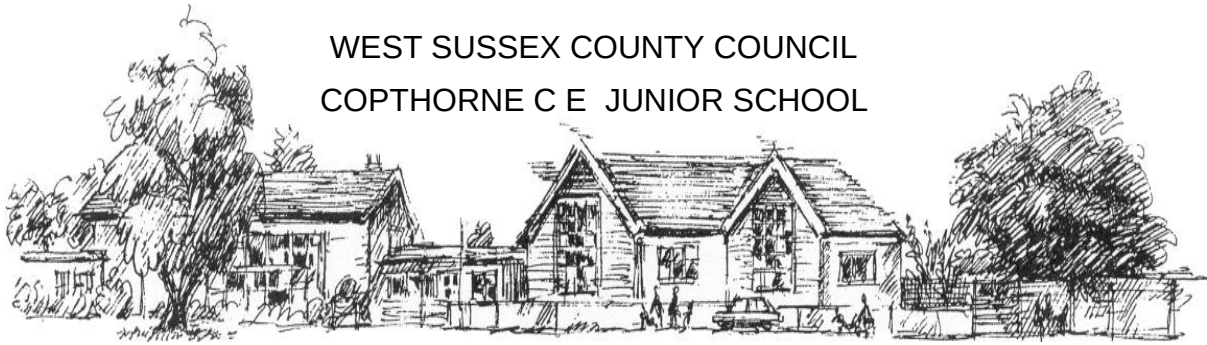


WEST SUSSEX COUNTY COUNCIL
COPTHORNE C E JUNIOR SCHOOL



CHURCH ROAD, COPTHORNE, WEST SUSSEX, RH10 3RD
Telephone: 01342 712372 – FAX: 01342 718513
E-mail: office@copthornejunior.co.uk

5th December 2025

Dear Parent/Carer,

Staffing update

I am delighted to inform you that Melissa Ash, our Deputy Head and Inclusion Lead, has been successful in securing the position of leading the primary school within an alternative provision setting in East Sussex, with effect from 1st January, 2026. Therefore, Miss Ash will be leaving Copthorne CE Junior School at the end of this term.

Miss Ash has been an invaluable asset to the school community and is a well-respected member of the Copthorne team. In both her Deputy Head and Inclusion lead roles, she has always brought a tremendous work ethic and professionalism. She will be missed by us all and we wish her the very best of luck in her new and exciting role.

Whilst we are in the process of appointing her replacement, we are currently putting plans in place to fulfil Miss Ash's roles within school with the support of WSCC education team. More information regarding this will be sent out in the new term. In the meantime, if you have any worries or concerns, please do not hesitate in contacting me to arrange either a phone call or meeting.

Please be assured that your child is always at the centre of every decision that is made at Copthorne.

Yours sincerely,

Mrs H Denison
Headteacher

Mrs A Findon
Chair of Governors