Bottisham Village College
Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

Lode Road, Bottisham
Cambridge CB259DL
Tel: 01223 811250
www.bottishamvc.org
enquiries@bottishamvc.org

LPR/bg

October 2026

Dear Parent/Carer

Head of Learning Change – Year 7

Summary of Actions	**Deadline**
For Information.	N/A

I am writing to inform you of an upcoming change to the Year 7 pastoral leadership team as I prepare to begin my maternity leave on **Friday 23 October 2026**.

Over the course of the coming week, Mrs Reynolds will be taking over the role of Head of Learning for Year 7 in full, as I begin to step back in preparation for my leave.

Mrs Reynolds and I have worked closely and in partnership over the past five years, supporting the Class of 2026 through their educational, personal and pastoral journey at BVC. Having worked alongside her for so long, I know first-hand the experience, dedication and leadership she brings to this role. I am therefore delighted to be leaving our current Year 7 students in such excellent hands until my return in September 2027.

I have every confidence that, under Mrs Reynolds' leadership and with the continued support of our dedicated team of staff, I will return to a year group of young people who are well-rounded, hardworking, and flourishing both academically and personally.

Communication and Key Contacts

Please be aware that, from my departure, emails sent to me will no longer be monitored or picked up. To ensure that your queries reach the right member of staff and can be responded to as efficiently as possible, please use the following communication pathways as of **Monday 19 October:**

- **General, non-urgent queries or concerns about your child:** Please contact your child's form tutor in the first instance.
- **Attendance concerns or notifying us of an absence:** Please contact the Attendance Team by phone or email before the start of the school day.
- **Homework, subject-specific questions or concerns about academic progress:** Please contact your child's relevant subject teacher.
- **Urgent concerns, safeguarding, SEND or any other significant questions or concerns:** Please contact Mrs Reynolds, as Head of Learning for Year 7.

Please note that Mrs Reynolds does not work on Tuesdays. On these days, if you need to contact the Head of Learning, please contact Mr Hall, Assistant Head of Learning for Year 7, who will be able to support you in her absence.

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Finding the Right Member of Staff

You can use your child's timetable to identify their form tutor and subject teachers. Staff email addresses follow a consistent format:
First initial of the staff member's first name, followed by their full surname, then @bottishamvc.org.
For example, Mrs K Reynolds email address is kreynolds@bottishamvc.org

This should help you identify the correct email address when contacting your child's form tutor or subject teachers. Please do not hesitate to use the communication pathways above to ensure your query reaches the most appropriate person.

Finally, I would like to thank you for your continued support, partnership and trust. It has been a pleasure working with our Year 7 students and their families, and I look forward to seeing the year group again when I return in September 2027.

With best wishes,

Mrs L Lee
Head of Learning, Year 7