



May 2026

Dear Parent/Carer

I am writing to share some important news with you. After much reflection, I have made the decision to retire from my role as Head of Primary and will be leaving at the end of this academic year.

This has not been an easy decision, as it has been a real privilege to work in partnership with you to support your children's learning, wellbeing and development. One of the most rewarding aspects of my role has been being part of a child's journey as they grow academically and socially, developing the confidence, skills and independence that will support them throughout their lives. As an all-through school, it has been a particular joy to see children progress from their very first days in nursery through to leaving us at sixteen and moving on to the next part of their journey.

It has also been a pleasure to work so closely with you as parents and carers, and I would like to thank you sincerely for your support over the years. Your involvement makes a genuine difference, and this is felt not only by myself but by the whole primary team. The years here have certainly been eventful, not least through the challenges of the pandemic. I was incredibly proud of the way our school community came together, supported one another and continued to put children at the heart of everything we did during such an uncertain time.

Exceed Academies Trust are currently in the process of recruiting a new Head of Primary. During this period of transition, I will continue to work closely with the senior leadership team to ensure that the primary provision continues to flourish and that there is a smooth and positive handover to my successor. I am committed to making my remaining time at Appleton as positive and productive as possible, ensuring the primary phase is well placed for the future.

In the meantime, everything in school will continue as normal, and the staff team remain fully committed to providing a happy, safe and supportive environment for your children. Thank you once again for your support throughout my time at Appleton. I leave with many fond memories and will always look back on my time here with great pride and affection. I wish the academy and wider school community every success in the future.

Yours faithfully

A handwritten signature in cursive script that reads "J. L. Clayton".

J Clayton  
Head of Primary