

OTS – Headteacher Appointment Letter**22.05.2026**

Dear Parents and Carers,

I am writing to confirm who will lead Oak Tree School during my maternity leave. As shared with you in April, I will begin maternity leave at the end of July. I can now confirm that whilst I am away, our school will be led by Claire Willmott. Claire is an experienced Headteacher from within Maiden Erlegh Trust and is currently Headteacher of Cranbury College.

Claire has many years of experience working in specialist and alternative provision settings. She understands the importance of clear routines, consistency and strong relationships for our pupils and families.

As a leader already working successfully within Maiden Erlegh Trust, Claire understands our school and will provide continuity. Claire will be supported in her role by the current Oak Tree School senior leadership team, and by our wider Trust team including Neil Strain, Maiden Erlegh Trust Director for Special Education. Together they will ensure high standards of care, education and safeguarding.

I can confirm that there are no planned changes to pupils' day-to-day routines, staffing arrangements or learning experiences as a result of this leadership arrangement. Claire and I will work together before I begin my maternity leave to ensure an effective handover. We will also share further information about opportunities for our families to meet Claire before September.

Finally, we will continue to keep you updated through our new monthly Headteacher's Update. In the meantime, if you have any questions or concerns, please feel free to contact us by email:



OTS@maidenerleghtrust.org.

Thank you for your continued support of our school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Abi Davis', is centered on the page.

Abi Davis
Headteacher

