

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

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'For Learning That Lasts A Lifetime'

17th December 2018

Dear Parent/Carers of Reception Class,

I am writing to confirm staffing in Reception Class from the beginning of January 2019.

I am very pleased to welcome back Mrs Collins who will be returning to work following her maternity leave. Mrs Collins is very much looking forward to meeting you and your children, and she and Mrs Hoile will be working closely together to ensure a smooth transition.

From January Mrs Hoile will return to working part time and will teach all day on Mondays and Tuesdays and Wednesday mornings. Mrs Collins will teach all day on Thursdays and Fridays. Ms Trevor will continue as the class teaching assistant working five days a week and will provide cover on a Wednesday afternoon so that the class teachers can meet for planning and handover purposes.

Should you have any questions or concerns regarding these arrangements please don't hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Helen Comfort', with a small flourish at the end.

Ms H Comfort

Executive Headteacher

