



23rd October 2019

Dear Parents and Carers,

I am writing to inform you that Mrs Leanne Simmonds will be returning to her role as SENCo after half-term following her maternity leave. Mrs Simmonds will be working in school on a Tuesday, Wednesday and Thursday each week. At the same time, we are also pleased to be welcoming back Mrs Samantha Ridge to the teaching team from maternity leave.

Consequently, there will be some changes to the teaching arrangements in the following classes:

Reception	Ms Sultan on a Monday, Tuesday and Wednesday Mrs Ridge on a Tuesday pm, Thursday and Friday The teachers will continue to be supported by Mrs Downey and other members of the Reception team, who already all know the children very well.
Year 3	Mrs Rose will remain as the class teacher Mrs Giffen will continue to teach the class on a Monday afternoon and all day Friday Mrs Litenstone and Mrs Decent will continue as a key part of the Year 3 team
Year 6	Miss Rapson remains as the class teacher. Mrs Holliday will now be in class on a Wednesday, providing cover for ppa and additional support for the children

We hope you will agree that, even though there are some staffing changes, the plans we have put in place ensure a level of consistency for you and your children in every class.

Yours Sincerely,

Sharon Barton
Head Teacher