



4th November 2019

Dear Parent/Guardian

I am writing to inform you that sadly Mrs Smith will be leaving our school in the New Year. Her current part-time role is being advertised and we hope to make a suitable appointment shortly.

Mrs Smith will continue in her current role up until Christmas and the school will endeavour to maintain provision so that standards are maintained and there is minimum disruption to the children in Class 1. Mrs Hopley's position is unaffected and she will continue to work her days as normal.

Mrs Spensley will be our new Special Needs Co-ordinator and will liaise with Mrs Smith over the term so as to pass on any information that she needs for this role.

If you need to talk further regarding these changes then please do not hesitate to contact me.

Kind regards

Richard Wright
Headteacher

