



7 December 2016

To parents/carers of pupils in 3LW

Dear parents/carers

As you may be aware, Mrs Tebby will be going on maternity leave from January 2017. This leaves a vacancy for a Year 6 teacher that we have been making arrangements to cover.

From January, Mrs Cutler (along with Mrs Winfrow and Mrs Forbes) will teach 6TY. This means that Mrs Forbes will no longer be teaching 3LW on Thursday and Friday afternoons. Whilst I fully appreciate that a change of teacher can be unsettling for some children and parents, please be assured that the rest of the staff and the leadership team will help ensure a smooth transition.

Miss Williamson remains the class teacher for 3LW.

We have been fortunate to secure two additional part-time colleagues – Mrs Reid and Mrs Helm – who will replace the current teaching timetables of Mrs Cutler, Mrs Winfrow and Mrs Forbes.

Your understanding of the need to have to make these changes is very much appreciated.

Yours sincerely

Mr R Halls  
Headteacher