



7 December 2016

To parents/carers of pupils in 4BC

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 Cutler will no longer be teaching 4BC for just over a day a week. 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.

Mrs Brugier remains the main class teacher for 4BC, who will see them 4 days a week; Mrs Cutler remains the assistant headteacher with responsibility for Year 4 and will continue to maintain an oversight of these, and all, Year 4 pupils.

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