



7 December 2016

To parents/carers of pupils in 6TY

Dear parents/carers

As you are aware, Mrs Tebby will be going on maternity leave from January 2017. Your patience, whilst we ensured we got cover arrangements right, is very much appreciated. We are now in a position to be able to share the arrangements with you for the spring and summer terms.

From January, Mrs Winfrow and Mrs Cutler will teach 6TY on Monday to Wednesday, and Mrs Forbes will teach them on Thursday and Friday. Staff and pupils are already familiar to each other; this will ensure that no ground is lost at the change of staff in this important year for these pupils.

Mrs Winfrow and Mrs Cutler will be the first point of contact as your son/daughter's class teacher.

A change of teacher can be unsettling for some children and parents, but please be assured that the rest of the staff and the leadership team will help ensure a smooth transition.

Yours sincerely

Mr R Halls
Headteacher