



Mrs Louise Lavelle - Head Teacher
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7th January 2022

Dear Parent/Carer,

I am writing to update you about staffing for our Early Years Foundation Stage Unit (Nursery and Reception) and one or two changes coming up.

As you aware, Ms Franklin moved on to a new post before Christmas and Miss Davies joined the EYFS team in January. Mrs Henderson has now also been successful in securing a new post in another school. This is a promotion post for her and although we are very sorry to see her go, we are delighted for her and wish her all the very best in the next stage of her career.

In additional news, our Early Years Lead Teacher Miss Lowery is expecting a baby which is due in April. She will be in school until this time, but due to current circumstances will not be working directly with the children from late January. She will, however, continue to plan and prepare activities, communicate with parents/carers on Class Dojo and monitor/assess children's progress.

From the end of January therefore, teaching staff within the Early Years Foundation Stage Unit will be Mrs Downs and Mrs Wise. They will be joined by Miss Curle in February (who is currently teaching in Year 5 but is KS1 and EYFS trained). Miss Lowery will continue to work with staff within the Unit and Teaching Assistants Miss Davies and Miss Bodham will continue to work in the EYFS Unit also.

The staff involved will ensure that there is a smooth transfer of role to colleagues and once Miss Lowery leaves for her Maternity Leave in April, Mrs Downs, Miss Curle and Mrs Wise will continue to be your child's teachers and Mrs Wise will oversee the leadership of the Unit.

Please get in touch if you have any further questions. In the meantime, can I ask that parents/carers are mindful about informing us immediately of any infectious diseases such as Chicken Pox, Slapped Cheek Syndrome etc that can pose a risk in pregnancy. This will allow us to take the necessary precautions if needed.

I'm sure you'll also join me in congratulating Mrs Henderson on her new post and thank her for her commitment and service to our school's Nursery provision for many years.

Best Wishes, Mrs Lavelle



The contents of this letter are confidential and are intended solely for the addressee.

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