



25<sup>th</sup> November 2020

Dear Parents/Carers,

I am writing to inform you that due to a staffing change in year 2 Mrs. Moore is required to teach year 2 alongside Mrs. Ruddock until the end of the summer term 2021. Because of this change, Miss Roe will also teach year 1 all day Wednesday and Mrs. Merriman and a sports coach will teach the class on a Thursday afternoon.

This change in staffing will not have any effect upon the children's learning and will only enhance it, as Miss Roe will be teaching year 1 everyday only taking her legally entitled PPA time (planning, preparation and assessment time) on a Thursday afternoon.

If you wish to discuss this any further then please do not hesitate to contact me.

Thank you for your continued support.

Yours sincerely

Kirsty Hutchinson  
Headteacher