



14th September 2015

Dear Parent/Carer

We are writing to inform you that unfortunately there has had to be a change of staff in your child's class as from today Miss Kaluzna will no longer be your child's class teacher. Although we realise that such a quick change is not ideal, we have been fortunate to secure the services of Mrs Ward, a very experienced KS1 teacher who is also familiar with the school. Mrs Howes and Mrs Barnes will continue as the class's teaching assistants and, together with Mrs Church, will ensure a smooth transition between staff.

We would like to reassure that we have the best interests of your child at heart and have acted to keep any disruption to the absolute minimum. We thank you for your patience in this matter and look forward to your continuing support.

Yours sincerely,

K Lee
Headteacher