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**Headteacher: Miss L Fitzpatrick BA (Hons)**

25<sup>th</sup> September 2018

Dear Parents/Carers,

We are writing to inform you of a change of staff in Years 4.

Mrs Perry will be leaving Year 4 on the 28<sup>th</sup> of September to support groups of children across Key Stage 2. Miss Rickwood has been team teaching alongside Mrs Perry this week to ensure there was a smooth handover and to allow her to get to know the children.

She will continue to work together with Year 4 throughout the year to deliver intervention. All other staff will remain the same and Mrs Howarth and Mrs Lee will continue to work alongside both classes.

Should you have any questions regarding these changes please contact Mrs Perry

Yours sincerely

Miss L Fitzpatrick  
Headteacher