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Monday 13th January

Dear Parents, Carers and Children,

Staffing Update – Mrs Harriott’s class

Mrs Harriott will be starting her maternity leave at the end of January. Her last day working in school is planned to be Friday 31st January.

I am pleased to tell you that Mrs Gattis, an experienced Year 3, Year 4 and key stage 1 teacher, who you may have seen working in Year 2 at Winnington Park in the Autumn term, is going to be covering Mrs Harriott’s maternity leave. She will be teaching the class from Monday 3rd February until the end of the Summer term.

To ensure a smooth transition for the children to a new teacher, Mrs Gattis will begin making some visits into school in the two weeks before she joins, working with the children alongside Mrs Harriott. This will allow the children to get to know Mrs Gattis well in advance of her starting work, and for Mrs Gattis to learn the routines and organisation of the classroom, ensuring as seamless a handover as possible.

So that parents and carers have an opportunity to meet Mrs Gattis, she will lead a ‘Meet the Teacher’ meeting on Thursday 30th January, at 3.15pm, with Mrs Harriott, where she will introduce herself and you will have the opportunity to share any information or ask any questions.

I am sure you will join me in welcoming Mrs Gattis back to Winnington Park and into Year 3. Please do not hesitate to get in touch with either myself or Mrs Harriott should you have any queries.

Yours sincerely,

Mr Rob Cole
(Headteacher)

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