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Friday 23rd November 2018

Dear Parent/Carer,

I am writing to you regarding staffing changes that will be in place from January 2019.

I have recently received a request for reduced hours of working from Mrs Done. I have also received a resignation letter from Mrs Field, who is moving into a new phase of her life. These changes are detailed below:

At the end of the calendar year, Mrs Field will be leaving The Emmaus Federation. She is currently unwell and is absent from school and we all wish her a very speedy recovery and our well wishes. Mrs White is filling Mrs Field's part time classroom responsibilities; teaching every morning, Monday to Thursday. Mrs White has worked for The Emmaus Federation for over 15 years and is well known to your children as an intervention teacher, class teacher and cover teacher. Mrs Counsell's current hours have not been altered by Mrs Field's absence.

From January 7th 2019, Mrs Counsell will work Monday to Wednesday for three full days. Mrs Done will work Thursday and Friday for two full days. I envisage that having the same member of staff for the whole day will have a positive impact on standards. Mrs Done is very excited about the move to Phoenix Class and is looking forward to spending more time with her three young sons.

The full time position of class teacher in Regent's Class has been filled and we have appointed a very experienced Year 1 teacher, Mrs Nicholson, who is really looking forward to starting with us and getting to know you all.

We have arranged an opportunity for you to meet Mrs Nicholson on Friday 7th December and parents/carers are invited to join Mrs Nicholson, Mrs Done, staff and the children of Regent's Class for their first lesson after celebration assembly.

Mrs Done is also keen to meet all of her new parents in Phoenix Class. As she already works in the school, Mrs Done will make arrangements with you.

Please do not hesitate to get in touch with the school if you require any further information.

Yours sincerely,

Claire Collett
Executive Headteacher

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