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05.01.17

Dear Parents and Carers in Jungle Class,

I am writing to let you know that Miss Hayes has unfortunately had a change in her personal circumstance and will not be able to continue teaching Jungle Class for the remainder of the year. She has therefore made the difficult decision to resign.

Miss Hayes has assured me that she has been very happy at Laughton and has really enjoyed working with her class but the changes in her personal situation will mean she will need to return to Ireland on a more regular basis with greater flexibility. She has also written to you.

We are very grateful to Miss Hayes for creating such a smooth transition to the class from term 1 into term 2 and she will now be supporting a new teacher in preparation for her leaving. We have appointed a new teacher called Miss Mandy. Miss Mandy will meet the class on Friday 6<sup>th</sup> January in the morning and will then work alongside Miss Hayes until 27<sup>th</sup> January.

Miss Mandy has experience of teaching in Key Stage 2 in Bristol and Eastbourne. She attended our INSET day and is very keen to spend as much time as possible in school in order to establish successful relationships with the children.

We will arrange a parent consultation meeting before Miss Hayes leaves so that you can meet both teachers regarding your child's progress and targets.

Our aim is to provide the children with a smooth transition between staff and ensure that Miss Mandy has all the information she needs before taking up her role as Jungle Class teacher.

I know that the children and yourselves have bonded well with Miss Hayes and may be upset by this news. I have spoken to the children today and we will continue to support them. Miss Hayes and Miss Mandy will therefore both be working in Jungle over the next 3 weeks. I will provide an opportunity for you to meet Miss Mandy in her second week so that she has had a chance to get to know the children.

Miss Mandy will be the full time class teacher for Jungle Class from Monday 30<sup>th</sup> January.

If any parents would like to discuss this with me, I am happy to meet at 8:50 a.m on Friday 6<sup>th</sup> January in the hall, alternatively please contact the school office for a mutually convenient time.

Yours sincerely

Mrs Rachel West

Headteacher