

November 2018

Dear parents and carers,

Re: Forthcoming staffing changes

I am writing to inform you of some forthcoming changes of teaching staff with the Year R Jellyfish and Year 2 Dolphins classes.

As parents of the Jellyfish class will be aware, Miss Hopkinson is pregnant and she is due to start her maternity leave at the start of December. Miss Hopkinson works in the Jellyfish class on Wednesday to Friday and she will be replaced by Mrs Browne, who currently works in the Year 2 Dolphins class on these days.

With the Year 2 Dolphins class, we have recruited a new full-time teacher, Miss Quelch, to replace Mrs Browne from Wednesday to Friday and to work alongside Mrs Jonkers at the start of the week. This will provide the Dolphins class with an additional two days of teacher time during this very important year.

To ensure that there is a smooth and gradual transition of staffing for the children and their families, the teachers will begin working in their new classes from this week onwards. I hope that you will quickly get to know your child's new teacher and that you will be reassured that your child's wellbeing and learning continues to be in very good hands.

Please do not hesitate to contact me at the school on stedmanm@mayfield.portsmouth.sch.uk if you have any queries or questions about the contents of this letter.

Yours sincerely,

Mr. M. Stedman,
Head of Primary