

**Thursday 22<sup>nd</sup> March 2018**

Dear Parents and Carers,

I am writing to inform you of a change of Class Teacher for your child in Year 3. As you are aware, Miss Rowe joined us shortly after October half term and has done a fantastic job in leading the teaching and learning taking place. Unfortunately for us, Miss Rowe is relocating and so will be leaving Willow Green as of the Easter break.

We have spent the past month searching for a suitable replacement and, following a further round of recruitment this week and reviewing a number of candidates, we have secured a Class Teacher who we are confident will be able to continue the work that Miss Rowe has begun.

Although it is with great sadness that we say goodbye and good luck to Miss Rowe; it is with great pleasure and excitement that we say hello and welcome to Miss Rose. Miss Rose will be in school next week for three full days to learn more about our approaches and, more importantly, spending as much time as possible getting to know the children while receiving a solid handover of information from Miss Rowe.

Miss Rowe will be available at your parent consultation meeting next week, ensuring that you receive accurate information about your child and their current learning.

As mentioned before, it is with great sadness that we say goodbye to Miss Rowe and I'm sure that you will share in our well wishes for her in the future.

Thank you for your continued support,

A handwritten signature in blue ink, appearing to read 'Stuart Wynn', is written in a cursive style.

Mr S Wynn

Head of Academy