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12<sup>th</sup> December 2018

Dear parents/ carers,

I would like to update you regarding a slight staff change to your child's class from January.

Mrs Folkes will continue to teach the class on Mondays, Tuesdays and Wednesdays but I will be teaching them on Thursdays and Fridays. Mrs Sayer will remain as the teaching assistant.

I am very much looking forward to getting to know your children and to teaching them in the New Year.

Yours faithfully,

Mrs Sarah Oxborough  
Assistant Headteacher