

11th November 2016.

Dear Parent/Guardian,

I would like to inform you of the arrangements that have been put into place regarding Mrs. Henderson's replacement for the spring and summer term.

We are delighted to be welcoming Mrs. Gower to the staff team. She has been teaching for ten years in schools both in this country and abroad in the UAE. Amongst a range of other skills, Mrs. Gower is a maths specialist and comes with excellent recommendations.

Mrs. Gower will be employed to work in class with the children for three days each week up to Christmas. This will enable Mrs. Gower to get to know the children, whilst acclimatizing herself with the school and its workings.

These arrangements have been put in place to further confirm our commitment to always putting the needs of the children first.

Thank you for your continued help and support.

Yours sincerely,

P. Burnley.
Headteacher.