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Headteacher: Mrs Z Lowe

18<sup>th</sup> October 2023

Dear Parents/ Carers

### **Change of teacher 4SH**

I am writing to inform you that Mrs Haynes will be leaving us at half term for personal reasons. Mrs Haynes has been at Springdale for just over a year and has been a great asset to the team. We wish her all the very best for the future and thank her for her work at Springdale.

We will be interviewing for a new class teacher this week, this would be for a January start due to notice periods. We have some excellent applicants and feel confident that we will appoint a great teacher. In the interim period, Mrs Grayson will be the main class teacher, she has kindly agreed to step in so that the class do not have to have an external supply teacher. Mrs Grayson is an excellent teacher and many of you will know her already, she is well known by the children and will give them some continuity up until the end of term. Mrs Haynes has also kindly agreed that she will be present at parents evening with Mrs Grayson to support a smooth transition.

We are happy for you to share this information with your child as we will be telling the class tomorrow and explaining to them what will happen next.

If you have any further questions please do not hesitate to contact school.

**Mrs Z Lowe**

*Mrs Z Lowe*

**Headteacher**

