27th November 2017

Dear Parents

**RE: Staffing update for 5JW**

It is with regret that I write to inform you that Miss Wilson will be leaving Valley at the end of this term and returning to Scotland due to personal circumstances.

Miss Mole, who worked at Valley for five years up until July of this year, will teach the class from January until March when the class will then be taught by Mrs Broadrick who returns from her maternity leave.

While I appreciate the pupils of 5JW will be taught by two different teachers after Christmas, both Miss Mole and Mrs Broadrick are highly experienced members of staff who are familiar with the routines and procedures relating to teaching and learning at Valley with Mrs Broadrick having taught the class when they were in Year 2.

The school will facilitate extended handovers to ensure each transition will be as smooth as possible.

Yours sincerely,



Mr Jackson

Headteacher