

Dear Parents,

17<sup>th</sup> February 2017

I am writing to let you know the current situation with regard to the teaching in Year 3.

Since Miss Durrant's departure in January, I have been in the process of recruiting a suitable professional for Year 3. I am delighted to inform you that Miss K Phillips will be joining us, once her own period of notice has been served. I am in the process of inviting you all to an afternoon tea to meet Miss Phillips and as a thank you for being patient. As you can appreciate, the recruitment process does take a while and has to include any notice period that the candidate needs to give his/her current school.

Miss Phillips is very much looking forward to meeting everyone and to ensuring that the children in her class feel confident and do well under her direction. I am sure you will not be disappointed.

Unfortunately Mrs Nijjar, our supply teacher left us suddenly due to illness and has decided not to return. We are in negotiation with our supply agency to find us a professional who can stay with us until Miss Phillips arrives and takes up her post. Mr Faulkner-Jones continues to oversee the delivery of the curriculum for both classes.

I have been unable to announce this until today and I will of course keep you updated once the supply teacher has been engaged to take us forward to the end of the spring term.

Thank you for your understanding.

Yours sincerely



Gillian Whitehouse (Mrs)  
Joint Acting Headteacher (Head of Prep School)