

21st September 2017

Dear Parents/Carers,

Due to unforeseen, personal circumstances both Mrs Reynolds and Mrs McCandless have requested a reduction in their working hours. Rather than losing both members of staff they have agreed to cover a week between them.

Mrs Reynolds will be working three days a week: Monday, Tuesday, and Wednesday.

Mrs McCandless will be working two days a week: Thursday and Friday.

We will not be employing a new member of staff due to current overstaffing and budget restraints. However, we have been able to juggle staffing to ensure that both year 1 and R are covered.

Mrs Reynolds and Mrs McCandless will be sharing the week in class R.

Mrs Kent will be working in class 1 every morning and sharing the afternoons with Mrs Smith. This is so that the additional interventions that we offer across the school are still able to take place.

This new structure will take effect from next Monday (25th September). If you have any queries please do come in and speak to me.

Yours sincerely



Miss Shelley Jones
Headteacher



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