

Wednesday 29th January 2025

Dear Parents/Carers,

Re: Year 5 Transition and Class Arrangements

Following on from our letter on Friday 17th January, I am writing to inform you on staffing changes in Willow. We are very excited that Miss Morgan, who some of you may remember, will be returning to Woodhill following her maternity leave and time at home with her family. Miss Morgan is an experienced Year 5 teacher here at Woodhill and previously has built strong relationships with the children in her class and ensured that children make great progress.

To ensure continuity and consistency in teaching, we have put the following measures in place:

- Ms Bywater, our Assistant Headteacher and Phase Leader, will be teaching the class on Tuesdays, Wednesdays, and Thursdays.
- Miss Morgan will teach the class on Mondays and Fridays.
- Ms Payne, a highly experienced teaching assistant, will continue to be with the class every day to provide additional support and maintain familiarity for the children.

We are fully committed to ensuring the children's wellbeing and academic progress remain at the forefront. Pastoral support will be provided as needed, and our staff will work closely together to ensure that each child feels secure and supported.

If you have any concerns or would like to discuss this further, please do not hesitate to contact the school office to arrange a conversation with myself, Ms Bywater or Miss Lichty. Thank you for your continued support and partnership in ensuring the best for your children.

Yours sincerely,



Mrs. S Lloyd
Interim Headteacher

