



West Kirby Primary School

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30th November 2018

Dear Parents/Carers of pupils in Class 5,

I am writing to inform you that we have re-scheduled the parents' evenings for Class 5 now that Miss Jones is well again. They will be held on Wednesday 5th December and Monday 10th December and our on-line booking system is now open so please sign up for a slot.

I also need to let you know that Miss Jones has been offered a teaching post at another school and has decided to take up the position in January. This means she will be leaving our school at the end of this term. We all wish her every success in her new role.

As you know Mrs Burrows has covered the class recently. We are delighted that she will be able to take over full responsibility for teaching our Year 5 Class from January.

In order to ensure the smoothest transition for the class Mrs Burrows will continue to share the teaching of Class 5 with Miss Jones. For this reason they will both meet you for parents' evenings.

Earlier today we spoke to the class together to explain what would be happening. I am sure you will join me in sending our very best wishes to Miss Jones as she takes up her new post in January.

Yours sincerely

Mrs K Takashima
Headteacher

