



Crofton Infant School

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19th July 2010

To the Parents/Carers of pupils in Class 10

Dear Parents/Carers

Current Class 10 (Class 3 in September)

I am writing to inform you of some recent changes to the arrangements for your child's class in September.

As you may be aware, one of our Assistant Headteachers, Mrs Jackie Winbow, is leaving the school at the end of term to take up a post as an advisor with Bromley. Mrs Winbow is our Special Educational Needs Coordinator (SENCO) and her post has been advertised internally within the school. The successful candidate for this role is Ms Suzanne Leader who will take over the SENCO's responsibilities from September. Ms Leader will be required to be non class based for two days a week to carry out her new role, so I have arranged for her class teaching duties to be shared between her and Ms Helen Gray, an experienced member of the staff at Crofton. Ms Gray will be teaching Class 3 on Thursdays and Fridays. Experience has taught us that two teachers job-sharing works well for the children and you should not therefore be worried about this change. I know that Ms Leader and Ms Gray will make the welfare, learning and progress of the children their main priority in September and throughout the new school year.

I am sure that your children are looking forward to their holiday and the exciting learning that is planned for them in Year 2 in September.

Yours sincerely

Mr John Brown
Headteacher