



Westgate Primary School

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Head of School: Mr. D. Terry

Tuesday 28th February 2017

Dear Parents and Carers,

I wrote to you before the half-term break regarding staffing. I wanted to now let you know that unfortunately, due to personal commitments, Mrs Green has had to resign with immediate effect. I fully appreciate that Year 4 has had several changes in staff since September, which is less than ideal; as I'm sure you will appreciate, this has also been out of our control.

In terms of next steps, Mrs Evans continues to oversee the planning for the class and ensuring that the quality of teaching remains high. She is currently covering Year 6, during Mr Goodes' absence, for the next few weeks. Once Mr Goodes has returned, Mrs Evans will focus on teaching Year 4 for the remainder of this year.

In addition, Mrs Unthank, the Year 4 class teaching assistant, will also be leaving us at the end of next month. I intend to move Mr Hudson from Year 3 into Year 4 to support Mrs Evans. In parallel I intend to move Mrs Cavanagh into Year 3 to support Mrs Medley, which will ensure that there is an effective team in place for all our year groups.

I am sorry for the temporary disruption that these changes will cause. I would like to take this opportunity to thank you for your continued support and would be more than happy to discuss any queries that you may have.

Yours sincerely

Mr D. Terry
Head of School

