

6th December 2022

Dear Parent/Carer,

Re: ISC Class Teacher

I am writing to update you on staffing changes within your child's class. Miss Cooper has made the decision to leave Ledger Lane due to relocation for personal reasons. This means that she will be leaving us at Christmas. I would like to take this opportunity to thank Miss Cooper for her hard work.

On return in January, Mrs Akhtar will join us and take the position of ISC's Class Teacher. This will be a temporary position until Easter 2023, when an appointment will be made for a permanent member of staff to join us.

Miss Cooper will meet with Mrs Akhtar to discuss key transition information about the progress and individual needs of the children in the class. Mrs Akhtar is hoping to visit the children during the last week to introduce herself and become familiar with the routines and structures of Year 1, which will allow for a smooth and efficient transition.

Yours faithfully,



Mrs R Skirrow
Principal