

2<sup>nd</sup> December, 2021

Dear Parent/Carer,

**Re: Sunshine Class**

I am writing to update you on staffing changes within your child's class. Mrs Law has made the decision to leave Ledger Lane due to personal reasons and will be leaving us at Christmas. Whilst we will miss her and are sorry to see her go, we know that she will enjoy some quality time with her family.

We would like to take this opportunity to thank Mrs Law for all her hard work, enthusiasm and genuine love for the job she has done for many years. She will undoubtedly be missed by the children and staff alike.

On return in January, Mrs Smith will join us and take the position of Sunshine's Class Teacher. Mrs Smith is an experienced member of staff and is currently teaching at an Outwood school. Mrs Smith is therefore familiar with the routines and structures of Reception, which will allow for a smooth and efficient transition. Mrs Law will meet with Mrs Smith to discuss key transition information about the progress and individual needs of the children in the class.

Yours faithfully,



Mrs R Skirrow  
Principal