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21st July 2016

Willow Class September 2016

Dear Parents and Carers

This week we have appointed Miss Jessica Godwin to the part-time vacancy in Willow Class. Jess is a newly qualified teacher (NQT) who was very highly recommended by her placement schools and Bath Spa University. As there is not an opportunity for you and your children to meet her we have included a photograph.

I would encourage you to show this letter and photograph to your children to help with any discussions about starting school.

I can also confirm that, from September 2016, the arrangements in Willow Class will be;



Day	a.m.	p.m.
Monday	Mrs Morgan	Mrs Morgan
Tuesday	Mrs Morgan	Mrs Morgan*
Wednesday	Mrs Morgan	Miss Godwin
Thursday	Miss Godwin	Miss Godwin
Friday	Miss Godwin	Miss Godwin

*PE session with Mr Jenkins

As Jess is an NQT we are obliged to allocate additional release time, other than the Planning, Preparation and Assessment (PPA), throughout her first year of teaching. In order to ensure effective communication between the two main teachers Jess will be undertaking her NQT and PPA time in school on a Wednesday morning. This means that she will have the opportunity for a thorough 'hand-over' session with Mrs Morgan.

We look forward to Jess joining the team and are very confident that she will be an excellent addition to the Trinity staff.

I hope you and your children have a lovely summer and we look forward to welcoming you back on Monday 5th September 2016.

Yours sincerely

Conrad Hutton

