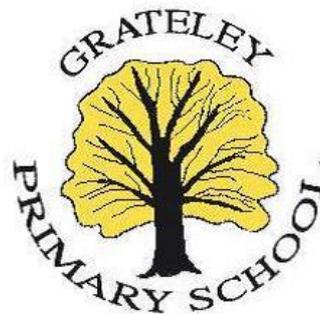


Grateley Primary School

Grateley, Andover, Hampshire, SP11 8JS
Telephone 01264 889240
email: adminoffice@grateley.hants.sch.uk



Head Teacher: Mrs T Cawthra

Admin Officer: Kirsten Davies

30th November 2016

Dear Parents,

I write to inform you all of the staffing changes in the next few months due to teachers returning from maternity leave.

The following staff are covering the classes:

Class	Date of change in staff	Teacher	Teaching assistant
R	From 24 th April 2017	Mrs Tunnicliffe and Mrs Woodhead (Miss Copeland will finish on 7 th April 17)	-
1 /2		Miss Knights	Jackie Kingston - M T W Caroline Gray - Th F
3 /4	9 th December 2016	Mrs Allonby	Maria Bennett (currently on sick leave) Lucy Holland
5 /6		Miss Bailey	Sarah Baysting

Mrs Neilson will be returning to work on week commencing 6th February and will cover PPA duties, ELSA work and any staff sickness until July. She has informed school she will be leaving as she is moving out of area.

Mrs Hedley will leave at Christmas, but will remain as a supply teacher.

I also want to inform you that very sadly I have received a letter of resignation from Mrs Davies, our amazing Admin Officer, who has been at the school for more than 14 years.

Kirsten was a Teaching Assistant for 5 years and then, for the past 9 years, she has worked tirelessly in our office looking after everyone. Kirsten is an inspiration and I have loved working with her. She has been a tremendous help to me and I will miss her terribly.

Kirsten is going to work in a company in Salisbury where she is looking forward to a complete change. We will all miss Kirsten's knowledge and understanding of the school in all its intricacies, however, we wish her well in all she does in the future.

The Governors and I have appointed two Admin Assistants who will begin as soon as they have DBS clearance. They are Mrs Sarah McNair and a second candidate for whom we are waiting confirmation. They will help me run the office until I can appoint a new Admin Officer. This will hopefully happen as soon as possible. The advert for this important role is already on the Hampshire Vacancy Website.

The Governors and I have worked tirelessly to ensure that there is the minimum disruption in school for the children, change is inevitable and one can only try as hard as possible to make those changes as smooth as possible. The children are a delight and have all worked hard. They are friendly and welcoming and will no doubt make all new and returning staff feel happy. This is a lovely school! The Governors and I are still trying hard to recruit a new Head Teacher as well. They will interview for a fourth time next term. My special thanks go to them for their quiet, devoted work in the background which goes largely unnoticed by everyone!

As you would expect, in order to keep our children safe, all new staff and returning staff will be briefed about all the children so everyone is up to speed with all salient points related to them and school life. All staff will be DBS cleared and have all the other necessary checks and qualifications in place.

That only leaves me to invite you to a party to celebrate Kirsten and wish her well in her new venture. The party is on Friday 16th December at 1.30 – 2.30pm. Please would you all be kind enough to bring some cakes and sandwiches for the children to enjoy. I will provide tea/coffee/fruit juice. We are also making a collection for Kirsten and so in order for this to be a surprise for her, please may I ask you to put any contributions you would like to make in an envelope marked for my attention. In the meantime I will try to ascertain what Kirsten would like by way of a leaving present from us all.

Thank you all, in advance, for your understanding, help and support. We will continue to do all we can to ensure your children are safe, happy and learning well.

Please do not hesitate to contact me should you wish to discuss any of the above.

With kind regards,

Trudie Cawthra
Acting Head teacher