



The Firs

Lower School

Dear parents / carers,

30th January, 2018

Re Arrangements in Willow Class Summer 2018

I am very pleased to inform you that we have completed the organisation of the transition plan in Willow Class, to introduce the new arrangements for the summer term.

Mrs Wilson will teach in Willow on Wednesdays, Thursdays and Fridays. On Mondays and Tuesdays, the class will be taught by Mrs Jane Sealey, ex head teacher of Russell Lower School. Mrs Wilson continuing to teach in Willow will be important in providing stability and consistency with past practice and Mrs Sealey will bring with her, her wealth of experience (especially including supporting Y4 children in their transition to middle school). I feel that in combination, along with the support of Mrs Finn and Mrs Baker, our highly experienced Y4 TAs, they will make a very strong and successful team.

We realise how important the quality of the transition to this new team will be in ensuring it leads to successful outcomes for the children. For this reason we have arrived at the following plan:

1. Opportunities for the teachers to meet will be created this term, to allow Miss Tomlinson to contribute ideas that can be drawn upon in writing the children's end of term reports in the summer.
2. Opportunities will be planned to allow Miss Tomlinson, Mrs Wilson and Mrs Sealey to meet to discuss children's needs, attainment and progress.
3. A planning afternoon has been organised towards the end of the spring term, to ensure that the curricular programme is organised and in place for the beginning of the summer term.
4. There will be two opportunities planned for Mrs Sealey to teach in Willow in the spring term so that the children have the opportunity to meet her before the end of term. These will take place on the **8th February** and the afternoon of **15th March**.
5. Mrs Sealey will join Miss Tomlinson and Mrs Wilson for the Willow Class parent consultation evenings on **13th and 15th March**, so that parents can meet her and so that Mrs Sealey can have the valuable opportunity to hear the discussions in each meeting, ensuring she has all the essential information to make her contribution towards meeting the children's needs in the summer term.

We are confident that we have created an effective programme to ensure a smooth transition to the new teaching team in Willow class. If however, you have any questions, please don't hesitate to contact the school.

Yours sincerely,

Adam J.G Campbell (Headteacher)

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