



Green Meadow Primary School

An Academy,
achieving more,
learning together.



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Miss H Setchell, Head Teacher

15th December 2017,

For the attention of the Parents in 6W

Dear Parents,

In the spirit of keeping you as informed as possible about staff changes, I write to inform you that Miss White has resigned from her role as Class Teacher at our school and will leave Green Meadow at the end of this term. We wish her well in the future both personally and professionally.

To ensure that there is as smooth a transition as possible in the education and welfare of the pupils in 6W, an experienced teacher will be with the class for the rest of this academic year. Mr Mellor will join us from Monday 18th December so that he can get to know the children and become familiar with Green Meadow procedures.

We recognise that this unforeseen circumstance is a change, but, in responding in this way, with support from Miss Arrowsmith, we hope that any potential disruption will be kept to a minimum and the class will get the best possible provision.

I am sure that you join me in welcoming Mr Mellor to Green Meadow. Thank you for your continued support.

Yours sincerely,

H. Setchell

Headteacher