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**Norwood Primary School**

Gunthorpe Road

Gunthorpe

Peterborough

PE4 7DZ

Head Teacher : Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

19/03/2013

Dear Parents/Carers

I am writing to inform you that at the end of this term Mrs Church will leave her post as class teacher at Norwood School. Mrs Church, I am sure you will agree, has done a wonderful job in ensuring a smooth transition for our children into their Reception Class setting to start their primary school learning journey. We would like to thank Mrs Church for her commitment to Norwood School and wish her well in the future.

We are pleased to inform you that we have recruited a teacher to ensure that our children continue to flourish in the final term of their Reception year and that the children make a successful transition into Year 1.

Miss Maitland will become our Reception teacher and she will join our team through until the end of the academic year. Miss Maitland has previously worked with Norwood School and has on a number of occasions taught our current Reception class. We welcome Miss Maitland who will join our team from Monday 25<sup>th</sup> March to work alongside Mrs Church to ensure quality time is allocated to enable a quality handover.

As always, the class teacher will be available at the beginning and end of the school day to enable you to put a face to a name.

Yours faithfully

Mrs D Reynolds  
Head Teacher

