



Headteacher: Mr L Smith
Coton-in-the-Elms C of E Primary School

10 November 2017

Dear Parents,

As you are all aware, Miss Popple will be leaving us towards the end of this term, to take up a new teaching position closer to where she lives.

I just wanted to update you on the transition arrangements that we have put in place, to ensure a smooth 'handover' between Miss Popple and Miss Bains. We have managed to specially arrange for Miss Bains to come into school over the next few weeks to alleviate any anxieties or worries amongst the children and for her to get to know the existing routines of the class and any specific arrangements for individual children. We remain steadfast in our commitment to ensure as much continuity as possible for the children so they maintain the good start to the year of which they have all made.

Miss Bains will be in school on the following dates:

Monday 13th November – Team teaching with Miss Popple (Y3/4 Viking Day)

Monday 27th November – Team teaching with Miss Popple

Thursday 30th November – An Induction meeting with Mrs Weston, Key Stage 2 Leader

Monday 4th December – Miss Bains to teach the class

Miss Popple's last day at our school will be Friday 8th December. Miss Bains will begin working with the class from Monday 11th December until the end of the summer term.

Should you have any questions, as always we are happy to help – please come into school to chat with us.

Yours Sincerely,

Mr L Smith
Headteacher

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