



13th December 2022

Dear parent/carer

I am writing to inform you that Mrs Phillips, class teacher of REP, is sadly leaving us from after the Christmas break.

We are delighted to inform you that we have successfully appointed an experienced Reception teacher, Mrs Peake, who we are excited to be joining our Perry Hall team after the Easter holidays. We will ensure that you have the opportunity to meet her prior to her starting.

In the meantime, the class will be covered by a supply teacher who will be starting in January. We will ensure that there has been a thorough handover regarding your child's attainment and needs.

I would like to take this opportunity to wish Mrs Phillips all the best in her new role and thank her, on behalf of the whole Perry Hall family, for the dedication and commitment that she has shown to Perry Hall and our community. She will be missed.

If you do have any further questions, please do not hesitate to contact us.

Thank you for your continued support.

Yours sincerely

Mrs Gibbins

Head of School