

Headteacher - Mrs Nêst Llewelyn-Cook

www.twogates.staffs.sch.uk

office@twogates.staffs.sch.uk

 @2gatesprimary

17 Mar 2023

Dear Parents

Teaching Arrangements in Reception Class for the summer term 2023

I am writing to inform you that Mrs Darby will be leaving Two Gates at the end of this term. Her last day with the children will be Thursday, 30th March.

Although we will be very sad to see Mrs Darby go, we are immensely proud of her achievement. She will be taking up an assistant headteacher position at a nursery school in Birmingham. Mrs Darby has taught at Two Gates for 12 years and has made a significant contribution, not only to the lives and education of the children she has taught, but also to the leadership of the school. Mrs Darby has been a loyal colleague and we will all miss her very much.

Given the short notice of this change, the Trust are looking to secure an experienced early years teacher and leader from within the Trust to join the Two Gates team for the summer term. I will inform you of the details as soon as I am able to.

Mrs Darby will work closely with the incoming teacher to share information on the attainment, progress and specific needs of each child. This will ensure as smooth a transition as possible for the children.

Please support your child to understand that this change will be happening and that it need not be worrying for them at all; we manage change very positively in school so that children don't feel unduly anxious. We value your help with this.

Leadership will be closely monitoring the transition and ongoing arrangements; the well-being of the children will be a priority.

If you have any concerns, please do not hesitate to contact me.

Yours sincerely

Mrs N Llewelyn-Cook
Headteacher