



## Grand Avenue Primary & Nursery School

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Monday, 19<sup>th</sup> February 2024

### Re: Staffing in Squirrel Class

Dear Parent/Carers,

I am writing to inform you of a temporary change in working patterns for Mrs Holdaway and Mrs Collier. This will be as follows:

**W/C: 25<sup>th</sup> March** – Mrs Holdaway will work full time in Squirrel Class

**W/C: 15<sup>th</sup> April** – Mrs Collier will work full time in Squirrel Class

**W/C: 10<sup>th</sup> June** – Mrs Holdaway will work Monday and Tuesday and Mrs Collier will work Wednesday – Friday.

**W/C: 24<sup>th</sup> June** – Mrs Holdaway will work Monday and Friday and Mrs Collier will work Tuesday – Thursday.

After this time, Mrs Holdaway and Mrs Collier will revert back to their usual working pattern. Miss Gilmore will support the class in the role of teaching assistant as usual.

If you have any questions or concerns regarding this please do not hesitate to approach myself, Mrs Holdaway or Mrs Collier.

Kind regards,

**Ms Hempston**  
Assistant Headteacher



*Enjoying Learning - Exceeding Expectations*