



SUTTON ST JAMES C.P. SCHOOL
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Head Teacher: Miss Claire Willows



16th April 2018

Dear Parents,

Miss Summerfield – Trainee Teacher

As you will be aware from previous correspondence we have employed Miss Summerfield from September to teach in Owls class. Miss Summerfield has been working in Swallows class since Christmas, so is known to all of the children in school.

In preparation for September, we have decided to move Miss Summerfield into Owls class from now until the end of this academic year. This will help familiarise her with the children, the routines, curriculum and discipline methods ready for September.

Miss Griffin will remain the class teacher with full responsibility in Owls class, but Miss Summerfield will teach some lessons and be mentored by Miss Griffin to prepare her for teaching the class in September. When Miss Summerfield is teaching in the classroom, Miss Griffin will also be present and this will enable her to focus on, and teach small groups to help accelerate their progress.

By doing this Miss Summerfield will be fully prepared for September and it will help to ensure that the children's transition to their new year groups will be smooth.

Yours sincerely,

Miss C Willows

Head teacher