



Joy Lane Primary School

A Love of Learning, for Life, for All

DJH/fcp

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Monday 11th April 2016

Dear Parents and Carers of Pupils in Postgate Class

I write to inform you that, due to personal circumstances, Mrs Birkett will no longer be the class teacher of Postgate class but will remain a member of our School team. During her absence, the class has been led by Mrs Willis, another qualified teacher, and ably assisted by Mrs Wilson – this dynamic duo will continue to lead Postgate class until the end of the School year.

Mrs Birkett has spoken with the children and assured them that although she will not be based in their class they will see her around the School.

I will arrange for you to meet with Mrs Willis, alongside our Assistant Headteacher, Miss Millum, to discuss your child's progress and well-being, as Mrs Birkett was absent during our Parent Partnership evening. You will shortly receive an appointment from our School office.

Thank you for your kind attention in this matter and please do not hesitate to contact me if I can be of further assistance.

Yours sincerely

Ms DJ Hines
Executive Headteacher

LTP/PostgateClass/April2016



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