



27th September 2023

Dear Families of Flamingo class

### Re: Teacher for Flamingo Class

I am writing to you to share that I have been offered the position of Deputy Head Teacher at Hayes Primary School starting in January 2024, whilst Miss Hughes is on maternity leave..

This is an out of class position and we will therefore be recruiting a new teacher to start in Flamingo class from January 2024. We will ensure that we recruit the best possible candidate for the role and that there is a comprehensive handover to ensure that all the children's needs continue to be met. I will also be continuing my role as EYFS Lead so I will still be working closely with the children and the EYFS team.

I want to reassure you that my priority is always the children and I will do everything I can to ensure a smooth transition with the new teacher.

If you have any questions, please do not hesitate to contact me through the school office and we can arrange a meeting.

Yours sincerely,

Miss Brown