



**St. Peter's**  
Catholic Primary School

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Friday 17<sup>th</sup> January 2015

Dear parents and carers,

Miss Hayes has decided to leave our team at St. Peter's School at the end of the Spring term in April. Miss Hayes has been a very valued member of the team and we will be very sad to see her go, but we support her personal reasons for making this choice and we wish her great happiness for the future.

We have decided to appoint a new teacher to lead this class forward until the end of the year. Mrs Richards is a highly experienced teacher, particularly in Early Years and Key Stage 1. She has recently worked at a local Infant school and we are really fortunate to have her join our team until the Summer. In the coming weeks, we will appoint a new permanent teacher for this class, who will start in September 2015.

In discussing her resignation, Miss Hayes' priority was to ensure that her departure caused minimal disruption to the children in her class, so she has agreed to work alongside Mrs Richards after the February Half term in preparation for her departure at Easter. From Monday 23<sup>rd</sup> February, Mrs Richards will teach Class 1 on Monday and Tuesday and Miss Hayes will teach Class 1 on Wednesday, Thursday morning and Friday. On Thursday afternoon, Miss Hayes and Mrs Richards will work together to ensure that the relevant information about the children is passed on to Mrs Richards and that this transition is as smooth as possible. After Easter, Mrs Richards will teach Monday to Thursday and Mrs Giacalone will teach the class on Friday.

As ever, our number one priority is to provide a consistent and high quality education for our children and I am confident that this transition will be successful. Please do not hesitate to contact me if you wish to discuss this further.

Kind regards,

Miss McNamara