

Wednesday 8th November 2023

Dear Parents and Carers,

As part of Miss Clarke's teacher training, she will be undertaking a 4 week placement at another school in Gloucester. In order to support her with this, she will be released from St Paul's C of E Primary School & Nursery from Monday 13th November until Friday 8th December. Miss Clarke will return on Monday 11th December and return to her post as key worker in Southgate Earth for the remainder of the school year.

Mrs Sherbourne Lock will remain in Southgate Earth as main key worker and will be supported by Mrs Morrison, who will teach the class on the days that Mrs Sherbourne Lock does not work. We are confident that this short term change in staffing will not impact the pupils' learning as Mrs Morrison is already familiar with the children and their learning, so the transition will be smooth for all involved.

Should you have any questions or concerns, please message Mrs Morrison or Mrs Sherbourne Lock, who will be able to answer any questions you may have.

Yours Sincerely,

Mrs Bevan

Headteacher