



## St. Michael's Catholic Primary Academy & Nursery

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Principal Mrs C. Williams

20 October 2014

Dear Parents

### **Re Confirmation of the appointment of Miss Moore to serve as our Nursery class teacher during the period of Mrs Griffiths' maternity leave**

I am very pleased to inform parents that following interviews that were held recently, members of the Academy committee determined that Miss Moore should be appointed to serve as a teacher at our Academy. Miss Moore will be responsible for teaching our nursery aged pupils, and is scheduled to commence her duties with us after half term.

During this week I have made arrangements for both Mrs Moreton and Miss Moore to work closely alongside each other on Wednesday 22 October and Thursday 23 October. By giving the two teachers time to work with your children together we will ensure that all information regarding your child's progress and learning journey to date is known to Miss Moore. Miss Moore will be working alongside Mrs Moreton and your children for part of this week to ensure that the children are familiar with her, and that the transition of your child's education and care from one teacher to another goes as smoothly as possible.

Parents of our nursery class pupils will be given the opportunity to meet with both Mrs Moreton and Miss Moore at one of the open evening sessions that are scheduled to take place on Tuesday 11 November 4.00pm – 6.00pm, and Thursday 13 November 6.00 – 8.00pm. Once you receive further information about the open evening sessions please do send the appointment slip into the Academy as soon as possible.

Please do not hesitate to contact the Academy to make an appointment to meet with me should you ever have any queries or concerns regarding your child's education and welfare.

Yours sincerely

Mrs C Williams  
Principal



Let Peace Begin  
with Me



Learning with Christ  
as Our Guide



Praise the Lord  
in Work, Play and Prayer



Let the Children  
Come to Me



To Love and Serve  
the Lord

