



School Lane
Coven
Staffordshire
WV9 5AD

Headteacher: Miss K Roberts
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Friday 30th June 2023

Dear Parents/Carers,

Staffing for September 2023

I am now in a position where I am able to share our staffing structure for September with parents.

Year Group	Teacher	Support Staff
Nursery	Miss Ball	Mrs Beason
Reception	Mrs Walsh	Mrs Clemson (mornings)
Year 1	Mrs Freeman	Miss Moogan (mornings) Mrs Clemson (afternoons)
Year 2	Mrs Hewitt	Miss Morgan (mornings) Miss Moogan (afternoons)
Year 3	Mrs Watts	
Year 4	Mrs Pope	

Teachers' PPA time (for planning, preparation and assessment) will continue to be covered by Mrs Hodgkins, our Higher Level Teaching Assistant.

We have a transition day planned for next Wednesday 5th July, where children will spend a full day in their new classrooms with their new teachers. This session will allow children to get to know their new teacher and classroom before September and hopefully ease any worries they may have about the transition process.

Teachers will hold the usual Meet the New Teacher meetings for parents of children moving into Year 1, Year 2, Year 3 and Year 4 on Wednesday 5th July. These sessions will start with a presentation in the hall at 3:30 pm, followed by a chance for you to visit the new classroom and speak to the new teacher. **Please note: these sessions are for parents only.** Parents may book a place in our Kids Club if they require childcare during the meeting.

Please rest assured that we will try to make the transition process as seamless as possible for parents and children by providing you with all of the information that you need for September and by trying to answer any questions you have as best we can. In the meantime, if you have any questions at all, please do not hesitate to contact me at school.

Kind regards

Mrs Claire Richards
New Headteacher from September 2023