



ADDMORE FEDERATION
'Together we add more'

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Executive Headteacher: Mrs S Henney,
BA(Hons), MEd, NPQH, NASENCO

1st February 2024

Dear Parents/Carers

As promised, we would like to provide you with a staffing update regarding reception teaching staff.

Mrs Greenway is planning to return to school on Thursday 8th February and we are very much looking forward to welcoming her back. However, I am mindful of ensuring the smoothest transition possible for our reception class pupils. We know that our children in reception have become very fond of Mrs Rawsthorne and we are also aware that you as parents have also formed a close relationship with Mrs Rawsthorne. Therefore, we have planned in a period of gradual handover that will span the next half term up until Easter. This will enable both Mrs Rawsthorne and Mrs Greenway to exchange important information about your child and their learning and for Mrs Greenway to return to work smoothly.

Following the February half term Mrs Greenway will be joining Mrs Rawsthorne in Lawley class on a Monday through to Thursday, Mrs Rawsthorne will remain in Lawley on a Friday. During this time Mrs Rawsthorne and Mrs Greenway will work closely together but most importantly the children will be able to develop a relationship and feel comfortable with Mrs Greenway.

Following the Easter break Mrs Greenway will resume her post as Lawley class teacher, and I will be in touch nearer the time with further updates.

As ever please do not hesitate to contact us should you have any queries or questions. I know that Mrs Rawsthorne and Mrs Greenway are both very much looking forward to spending time with your children in the coming weeks.

With all best wishes


Mrs S Henney
Executive Headteacher

