



## NEWBOTTLE & CHARLTON CEVA PRIMARY SCHOOL

*Every person matters, every moment counts "I can do all this through him who gives me strength"*

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Headteacher: Mr Peter Smith

Chair Of Governors: Lady Hayter

Wednesday 29th June 2022

Dear Parents and Carers,

I am writing to inform you about classes for next year. As you know Miss Hirst will be leaving us to go on maternity leave at the end of this term. We are delighted to share the news that after a rigorous interview process by myself and the governors, we have appointed Mrs Eleanor Kingsley to cover Miss Hirst.

Mrs Kingsley has over 25 years of experience working in schools as a teacher and a teaching assistant. She has already met Miss Hirst and Miss Dooley for a detailed handover and will be coming into school to meet her new class before September on our shuffle up day. She has also offered to come into school on some Monday afternoons (as she doesn't work these currently) before the end of term to aid the transition.

The classes for September will be as follows:

Class	Teachers
Oak Class (R/1)	Miss H. Dooley
Ash Class (1/2)	Mrs E. Kingsley
Elm Class (3/4)	Ms B. Rowe
Birch Class (5/6)	Miss H. Smith

Most teaching assistants will be based in one class supporting children or providing specific support to SEND children, but some will work in multiple classes. We are also in the process of appointing a new TA who will work part-time between Elm and Birch class. Mrs Hodgson will support across the school as a pastoral and emotional literacy support assistant, working with children who need further support with their social and emotional development.

Support Staff will be allocated as follows:

Class	Support Staff
Oak Class (R/1)	Mrs E. Bray
Ash Class (1/2)	Mrs S. Marsella-Brookes (Mon) Mrs L. Hunt (Tues- Fri) Mrs K Hodgson (Fri-PM) Mrs N. Jones (Mon, Tues AM, Wed, Thurs)
Elm Class (3/4)	Mrs S.A.Hawes Mrs Marsella-Brookes (Tues/Wed AM) NEW TA
Birch Class (5/6)	Mrs G. Hogan NEW TA

Mrs Hart (our bursar) will be working in the office Monday-Wednesday, while Mrs Marsella-Brookes will be in the office at different times during the week but mainly on Thursdays and Fridays. From September I will continue to do some teaching across the school but will not be working with a specific year group across the whole year as I have done this year.

On Thursday 7<sup>th</sup> July it is Shuffle Up Day and children will spend the day in their new classes. Doors will be open from 3:15/3:30pm for you to pop in class and meet the teachers. A reminder that children in Birch and Elm class finish at 3:30pm, while those in Oak and Ash finish at 3:15pm. Those children who are at school going into Year 7 and are not at their new schools will be working with Miss Hirst, Mrs Marsella-Brookes or Mr Smith during the day.

If you have any questions or queries don't hesitate to contact us.

Kind regards, Mr Peter Smith (Headteacher)