

Westfields Infant School

School Lane, Yateley, Hampshire, GU46 6NN

Executive Headteacher: Miss J Redman

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Dear Squirrel Class Parents,

I am writing to inform you that your child's class teacher, Mrs Hallett, will be leaving us at the end of this term.

It is with an exceptionally heavy heart that we will be saying farewell to Mrs Hallett who has been a highly valued and well respected member of the team since she began her teaching career in 2010. Although we know her retirement will be a great loss to our school community, she has made this difficult decision to enable her to be a hands-on grandma.

Of course, Mrs Hallett will be greatly missed by us all at Westfields but I am sure you will join me in wishing her the very best of happiness in her well-earned retirement.

After careful consideration, and to minimise disruption at this point in the academic year, I am delighted to inform you that following a full recruitment process we have appointed two experienced class teachers, Mrs Sarah Wilson (3 days) and Mrs Amy Alonso (2 days) who will be taking over the class responsibility for Squirrel Class. As very experienced local teachers they have a wealth of skills and knowledge that I know the class and school will benefit from. Many of you will know that Mrs Alonso has worked at Westfields Infants on a permanent and supply basis up until the end of the Summer Term so is a familiar face. To support their transition, both Mrs Wilson and Mrs Alonso will have a thorough handover including visiting the children again before the end of term and meeting with the rest of the team to put plans in place for the Spring Term.

To clarify, teaching responsibility (with the exception of the first week due to prior commitments) for the class will be:

Monday – Wednesday: Mrs Wilson
Thursday – Friday: Mrs Alonso

Of course, if you have any questions relating to this news, please do not hesitate to get in touch. Thank you for your continued support, the children have made such a positive start to their school journey and I am excited to see them continue to flourish.

Yours sincerely,

A handwritten signature in black ink that reads 'J Redman'.

Miss Jo Redman
Executive Headteacher