

Elizabeth Hawkes Way Maidenhead Berkshire SL6 3EQ

Tel: 01628 513800 Fax: 01628 513808 Email: office@manorgreenschool.co.uk

www.manorgreenschool.co.uk

Headteacher: Mrs Joolz Scarlett, BA (QTS), NPQSL

25 November 2020

Dear Parents / Carers

Dunbar Class - staff changes

I write to advise that Miss Amin will be leaving the school in January 2021 and Mrs Tofts will then teach the class four days a week: Monday to Thursday. The Higher Level Teaching Assistant (HLTA) will lead the class on Fridays.

Due to unforeseen personal reasons, Mrs Helen Weller, an experienced member of staff, will be taking over from Miss Akerman as the HLTA from next week.

Should you have any questions or concerns, please do not hesitate to contact me or Mrs Tofts.

Yours sincerely

Viktoria Kincses

Head of Towards Independence









