



Mr Richard November
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8th October 2018

To parents and carers of Moonstone Class children

Dear Mums, Dads and Carers,

We are pleased to inform the children and families of Moonstone Class that Mrs S Poi has been successfully appointed as Moonstone Class teacher.

Mrs Poi will take up her post from 30th October 2018. She has worked with the children earlier in the term and will be in the class during the next two weeks to ensure a smooth transition between teachers. Mrs Poi will also be available during the coming parents evening.

We thank Mrs Douglas for taking good care of Moonstone Class and wish her all the best as she begins her maternity leave.

Kind regards

Mr R. November

Head teacher

