



Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
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Headteacher: Roger Blackburn

Monday 20th March 2017

Dear Parents/Carers,

I am writing to you today to inform you that Miss Poulson has made the very difficult decision to resign from her position as class teacher from Queen Eleanor's C of E Junior School and will be leaving us at the end of term.

This is not a decision Miss Poulson has taken lightly but she has been offered an amazing job opportunity outside teaching and has made the decision which is right for her and her family. As a school, we completely respect her decision even though we will be very sad to lose her.

We will of course do everything we can to ensure continuity for the class and we plan to cover 4P for the term with one of our regular supply teachers, Zoe Skelton. Zoe has worked in a number of classes at QE and is an excellent teacher. She will be supported closely by both Mrs Kearns and the Senior Leadership Team.

We will be holding a meeting for you as parents at the end of the day on Wednesday 29th March at 3.20pm in Class 4P. This will be an opportunity for you to get a clear understanding of how we will cover Miss Poulson's class for the rest of the academic year.

Miss Poulson will speak to her class at the end of today to make them aware of her decision.

We have a collection in the school office for a gift for Miss Poulson so please speak to the office team if you would like to contribute.

Thank you for your continued support.

Yours sincerely

Roger Blackburn
Headteacher

www.queen-eleanors.surrey.sch.uk