21st April 2015

Dear Parents,

 Welcome back to the summer term. I hope you had a good Easter break. As ever at this time of year, the summer term always looks very full, with the extra activities the staff and the Friends of Wood ley School organise for the children. These are obviously in addition to the normal routine activities in a school term. For me personally this term will be filled with mixed emotions, but I look forward very much to a wonderful last term in my teaching career with the children at Wood Ley School.

During the Easter holidays, Mrs Wager, our Office Administrator, suffered from a detached eye retina. She has had two procedures on her eye to rectify the situation and is now recovering from the surgery. We wish her well and hope she has a speedy recovery. In the meantime we are short staffed in the office. We have been able to secure a few hours from colleagues, but they are unfamiliar with office procedures. Please bear with us, we will do our best to address issues as soon as possible.

As you are aware at the end of the spring term Mrs Ruegg and Mrs Shinn left our school. I am delighted to inform you that Mrs Secker has taken up her full time position as class teacher for Beech class for the summer term only. We are advertising for a Deputy Headteacher, the interviews will take place before half term. As soon as a person has been appointed I will let you know.

At the end of last week Parents of pre-school children were informed which school their children will be attending in September. The Induction programme for these children starts this term. Before then, our staff will liaise with the pre-schools to gather information we need for a successful transition.

It’s at this time of year when I make a particular plea for clothing to be named! Children tend to leave their belongings all over the place and it makes it a lot easier to return belongings if they are named.

Another reminder, please make sure your child/ren arrive at school on time. This is extremely important to enable children to have a good start to the day and not miss any curriculum time.

Term dates accompany this letter and we look forward to seeing you at school events throughout the summer.

Yours sincerely

S A Ward

**S A WARD**

Headteacher