



3 March 2022

**Teaching Arrangements – Dragon Class**

Dear Parent or Carer,

Sadly, Mrs Shaw has decided to leave Sandringham at the end of term. However, I am pleased to share that the Local Governing Board and I have recently appointed Miss Briggs as Dragon Class's teacher from the start of the new term. Miss Briggs is already beginning to work with us behind the scenes to find out as much about the children as possible.

Naturally, a change of staff can be unsettling for children. It is also a steep learning curve for a new teacher to get used to all of the class's routines. Mrs Mancey and the key stage 2 staff team will be working with Miss Briggs and Mrs Shaw to ensure a smooth handover and to minimise any disruption to pupils. This will hopefully include a further opportunity for Miss Briggs to visit the class before Easter and a 'Meet the Teacher' session for parents and carers early in the new term.

While we still have a few weeks to go, I would like to thank Mrs Shaw for her many years of service to pupils at Sandringham, and we all wish her the very best for the future.

Please do not hesitate to contact me if you have any questions regarding this matter.

Yours sincerely,  
Mr C Metcalfe  
**Principal**