



Sandringham Primary School

Reaching for Stars!

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Principal: Mr C Metcalfe

3 March 2022

Teaching Arrangements – Toucan Class

Dear Parent or Carer,

You will be aware that Mrs Topping has been absent for the last few weeks. I have arranged for Ms East, who is currently teaching the class, to remain with Toucans for the remainder of this term. Naturally, a change of staff can be unsettling for pupils. It is also a steep learning curve for a teacher to get used to all of the class's routines. Mrs Mancey and the upper key stage 2 staff team are working with Ms East to minimise any disruption to pupils, but if there are any things that we have missed or if you have any questions, please do not hesitate to get in touch, so that we can answer these as quickly as possible.

Yours sincerely,

Mr C Metcalfe

Principal