

21<sup>st</sup> November 2025

**Unicorns class Teaching Arrangement**

Dear Parent or Carer,

I'm sorry to be writing to you so early in the year with the news that it is necessary to make a change to the teaching arrangements for Unicorns class. Sadly, Mrs Newton contacted me over the half term period informing me it was her intention to leave Sandringham.

Unfortunately, we have needed to put an interim arrangement in place until the end of term. Mrs Oaks will be teaching the Unicorns class until Christmas. We will share further information about arrangements for the spring term as soon as we can.

Yours sincerely,

Mr C Metcalfe  
**Principal**