



Hartshorne C of E Primary School

Main Street, Hartshorne, Derbyshire, DE11 7ES Tel: 01283 217423

Headteachers: Mrs Sarah Layhe-Humphreys & Mrs Francesca Mellor

Inclusivity & Respect
Nurture
Aspiration & Hope
Curiosity
Generosity
Trust

EYFS Class Teachers
2023

8 December

Dear Reception Class Parents,

We are writing to inform you about an important change within our teaching staff. Mrs Saville who is currently working on a 0.5 job share basis has decided to resign to spend more time with her baby. Mrs Saville will be leaving after the Christmas break. We have appreciated her valuable contributions and dedication, and we extend our warmest wishes for her future endeavours.

Finding a suitable replacement is our top priority, and we are already in the process of recruiting for this vacancy. Our aim is to have a new teacher in place before the second half of the academic year begins. We appreciate your understanding and patience during this transition period.

We assure you that we will make sure a smooth integration for our new teacher, providing them with the necessary support and resources to provide an excellent education for your child.

In the meantime, we will continue to maintain high standards of education and care for our pupils. Mrs Orme, Miss Millward and Mrs Smedley will continue to work closely to ensure the learning experiences for your child remains fulfilling.

If you have any questions regarding this transition or any other matter relating to your child's education, please do not hesitate to contact Mrs Mellor or myself.

Thank you for your understanding and cooperation. We look forward to welcoming a new teacher to our reception class and continuing to provide a nurturing and enriching learning environment for your child.

Yours sincerely

Mrs Sarah Layhe-Humphreys
Co-Headteacher

“God’s family, growing together, inspiring our world.”