



# Victoria

Church of England  
Infant & Nursery School

Prince Edward Street | Berkhamsted | Hertfordshire HP4 3HA  
Telephone: 01442 865781  
Email: [admin@victoria.herts.sch.uk](mailto:admin@victoria.herts.sch.uk)  
Web: [www.victoria.herts.sch.uk](http://www.victoria.herts.sch.uk)

Head of School: Mrs C Crozier BA (Hons) PGCE

26 September 2018

Dear Parents/Carers in Cedar Class

### Staffing arrangements

As you are aware, Mrs Summers was due to return from her maternity leave after half term, to resume her position as class teacher, three days a week, sharing with Mrs Michaels in Cedar Class. We made arrangements to cover the class until her return, which I am happy to report are working well; the children have made a really good start to the new school year.

Mrs Summers has advised us of her intention not to return to Victoria, as she has found a teaching position at a school much closer to her home, two days a week. This suits her family's needs better so, while we are sorry to lose her, we understand her decision and wish her well.

We have been fortunate enough to find a replacement in Mrs Cerrie Warwick, an experienced Year 1 teacher who has been doing supply work in local schools, but was looking for a longer term position. Mrs Warwick is available to start immediately so she and I will be doing some team teaching over the next two weeks, so that she can get to know the children and the routines at Victoria before taking over as class teacher from Monday to Wednesday in the week beginning 8 October. Mrs Michaels will continue to teach the class on Thursdays and Fridays. (There will be a variation to this arrangement in the week of 22 October, so that Mrs Michaels is in school for the Parent Consultation meetings on 23 and 24 October.)

Whilst this wasn't what we originally intended and communicated to you, I would like to reassure you that I have every confidence that Mrs Warwick and Mrs Michaels will be a great team. The impact on the children will be negligible as they did not know Mrs Summers well and we can ensure a thorough familiarisation and handover in the weeks leading up to half term. Thank you in advance for your support in managing this slight alteration to their expectations as positively as possible.

Please do not hesitate to contact me if you have any questions about staffing arrangements in Year 1.

Yours sincerely

Caroline Crozier  
Head of School