



Dear Parents,

I am writing to inform you that Mrs Jaye Bennett, year 2/3 classroom teacher, has had to take unexpected sick leave. Unfortunately, Jaye will not be returning as classroom teacher in 2016.

I have the pleasure of informing you that Mrs Irene Eylward, who has been working with the students since last week, will be your child's teacher for the remainder of the term. Irene has taught in primary schools for over twenty years and is an experienced teacher across all year levels (including secondary). Your child's teacher has also spent many years coaching netball and hockey in schools and was both a Brownie and Girl Guide Leader.

I have informed the children of the change of staff and introduced them to their new classroom teacher this afternoon. I am very confident that your child is in very capable hands.

Irene will receive a full handover regarding all students. The Executive team will write the Semester Two reports in conjunction with the classroom teacher having access to student files and assessments. I will be available to introduce you to Irene tomorrow morning and meet with parents tomorrow afternoon at the end of the school day.

Please don't hesitate to make an appointment to meet with me if you require further information.

Kind regards,

PETA LAWRENCE
PRINCIPAL

26 October 2016