

ELSON JUNIOR SCHOOL
EXMOUTH ROAD, GOSPORT, PO12 4EX
Tel: 023 9258 3754
Fax: 023 9251 1291
e-mail: adminoffice@elson-jun.hants.sch.uk
website : www.elsonjunior.co.uk



Headteacher : Mrs Penny Shaw BA (Hons)
Assistant Headteachers: Mrs Alison Ryan BA (Hons) & Mrs Sarah Taylor BA (Hons)

23rd April 2019

Dear Parents & Carers

I am writing to update you regarding the staffing situation in Base 4 for the summer term. Regrettably due to unforeseen family circumstances Mrs Harris has been unable to commit to staying with us. In order to minimise the impact on the children in her class and to provide continuity for the children, Mrs Mel Vennis will be taking over with immediate effect for three days per week and Mrs Taylor and the Y4 team will cover the remainder of the week. Mrs Vennis has been a regular supply teacher with us, has worked in Base 4 during the spring term and so is already well known to the children.

I'm sure that you will understand that this is sadly an unavoidable circumstance but please be assured that we will do all we can to keep things as routine and normal as possible with Mrs Taylor and Mrs Ryan working very closely with Mrs Vennis. If you have any questions or concerns please don't hesitate to contact either Mrs Taylor, Mrs Ryan or myself.

Yours sincerely

Penny Shaw

Headteacher

