



Acting Head Teacher: Mrs D Cross

School Number 840 3087

Westcroft

Stanhope

Bishop Auckland

Co Durham

DL13 2NU

Tel: 01388 528218

Email: [admin@stanhopebarrington.org.uk](mailto:admin@stanhopebarrington.org.uk)

Website: [stanhopebarrington.org.uk](http://stanhopebarrington.org.uk)

Dear Class 3 Parent/Carer

3<sup>rd</sup> November 2020

**Re: Change of Supply Teacher**

I am writing to let you know that unfortunately Mrs Taylor (Supply Teacher in Class 3 before the half term holiday) is unable to remain with us as planned.

I am however, delighted to welcome Mr Clarke to the team. Mr Clarke will be covering Class 3 from today (3<sup>rd</sup> November) until further notice. Mr Clarke had a thorough handover yesterday and spent some time in the classroom meeting the children. He is an experience Year 3 Teacher and has lots of lovely activities planned for the children already.

I do appreciate that this change in teacher could be unsettling for some children especially given that we thought Mrs Taylor would be with us for some time. Please be assured that we will do everything in our power to make sure this transition is as smooth as possible.

If you have any concerns please do not hesitate to contact me.

Yours sincerely

Mrs D Cross  
Acting Head Teacher

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