



24<sup>th</sup> November 2016

Dear Parent/Carer

**Re: English Teaching**

We regret to inform you that we had to say goodbye to Ms Demo, one of our English teachers last week. We wish her every success in her future career.

Due to this we have restructured the English timetable to best suit student needs. This new timetable *may* mean that your daughter has a different English teacher for her class in future. The scheme of work for her class will remain the same and members of the Faculty will liaise to ensure a smooth transition.

Please do not hesitate to contact Ms M Hinds, Head of Faculty: English and Communications, if you have any concerns regarding your daughter's English class.

Could I also take this opportunity to remind parents/carers that the Academy will be closed for a scheduled Inset Day on Friday 9<sup>th</sup> December. Students should return at the normal time on Monday 12<sup>th</sup> December, 2016.

Yours faithfully

Tracy Dohel  
Principal