



# Through the light of God we grow

Manston St James Primary Academy

Sandbed Lane  
Cross Gates  
LS15 8JH

Tel: 0113 859 2073

Website: [www.manstonstjames.co.uk](http://www.manstonstjames.co.uk)

Email: [info@manstonstjames.co.uk](mailto:info@manstonstjames.co.uk)

Executive Principal: Mrs H Pratten  
Headteacher: Mrs A Dunn

3<sup>rd</sup> July 2019

Dear Parent/ Carer

I am writing to you to inform you of class allocations for next year.

Firstly, I would like to inform you of some changes in staffing. Miss Williamson, Assistant Head of School, will be leaving us and moving on to another school in September. We have appointed Mr O'Dwyer as our new Assistant Head of School; he will be sharing a class with our new Deputy Head teacher Mrs Caygill-Boothroyd.

Ms Griffin will be sharing a class with Miss Glavocih – you may not be familiar with Miss Glavocih as she has been teaching across school this year, providing cover and support. I am also delighted to share with you that Miss Williamson (current year 4 teacher) and Mrs Burton (current year 3 trainee teacher) are staying with us as permanent members of staff from September. Miss Whale will also be coming back to Manston St James after her secondment at Holy Trinity. Mr Wilkie and Miss Hutchinson will be working across school providing cover and support.

I am sure you will be pleased to note the stability in our staffing team moving into the new academic year; we have only one member of staff leaving us this summer. Furthermore, we have a number of staff, who know the school very well, who have undergone a rigorous recruitment process to enable them to stay with us!

I am also happy to inform you that we do not see the need to shuffle classes in any of the year groups this year. Reception classes will be assigned to their new substantive Year 1 classes as normal. **The Year 1 teachers will be Mr Gatman and Mrs Johnson.** Reception class parents will have an additional slip added to this letter which shows which class teacher their child has been allocated.

**1C will go to Miss Haigh (who will be Mrs Little after the summer break) and become 2L (2H's current classroom)**

**1J will go to Mrs Burton and become 2B (2G's current classroom)**

**2G will go to Miss Whale and become 3W (4We's current classroom)**

**2H will go to Miss Bryden and become 3B (3H's current classroom)**

**3H will go to Miss Carty and become 4C (4C's classroom)**

**3B will go to Miss Webster and become 4W (4Wh's current classroom)**

Continued overleaf





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**4C will go to Ms Griffin and Miss Glavocih and become 5G (3B's current classroom)**

**4We will go to Miss Williamson and become 5W (6St's current classroom)**

**4Wh will go to Mr Shuttleworth and become 5S (6Sh's current classroom)**

**5GW will go to Mr O'Dwyer and Mrs Caygill-Boothroyd and become 6CO (5GW's current classroom)**

**5M will go to Miss Stone and become 6S (5M's current classroom)**

**Our Reception class teachers will be Miss Holmes, Mrs Blackmore and Mrs Barnett.**

Tomorrow, Thursday 4<sup>th</sup> July, your children will be 'moving up' to their new classrooms and have the opportunity to spend an afternoon with their new teacher and the staff who will be supporting them. We have a further transition day planned for Thursday 11<sup>th</sup> July when classes will, once again, familiarise themselves with their new classrooms and spend the day with their new teacher. Unfortunately, despite our best efforts, some staff are not in school on these days. Where class teachers are not available we will be making alternative plans.

If you have any questions regarding this information, please speak to me on the playground or contact the school office to arrange a meeting.

Best wishes

Ashleigh Dunn  
Headteacher

