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*St. John's R.C. School*



**Banbury**

Friday 20<sup>th</sup> October 2017

Dear Early Years Parents,

I am writing to inform you of a small staffing change for after half term. Mrs Druce will be reducing her hours to four days a week and so will not be in school on a Thursday. However, we have managed to secure a very experienced Early Years teacher, Miss Jackson, to teach the class on this day. Miss Jackson is known to the children and so we are confident that this transition will be very smooth.

If you have any concerns or questions regarding this, please don't hesitate to contact me via the school office.

Yours Sincerely

Mrs L Buchanan