

27th June 2022

Dear Parents/Carers

Structure for Academic Year 2022/2023 & Step-up-day Arrangements

As we approach the end of this academic year, we would like to give a full overview of what to expect when we return to school in September, as well as clarify details for our 'step-up day' on the **6th July**.

Teaching Structure for Academic Year 2022/2023

Robins (Reception): Mrs Waby will be teaching the Foundation class.

Doves (Year 1): Mrs Rolfe will be teaching Year 1.

Owls (Year 2): Miss Crowhurst and Mrs Blake will be teaching Year 2. Miss Crowhurst will be teaching in Owls for three days each week with Mrs Blake teaching the other two.

Hawks (Year 3): Mr Birchall will be teaching our Year 3 class.

Eagles (Year 4): Mr Hetherington will be teaching the Year 4 class.

In order to support the transition to next year we are holding our '**Step Up Day**' on **Wednesday 6th July** – see below for more details.

Staffing

To allow me to concentrate on headteacher duties I will not be having responsibility for a class but I will still have opportunities to teach across the school.

Miss Crowhurst has returned from her maternity leave this week. For the remainder of this academic year she will be helping around the school and popping into all the classrooms to rebuild her relationships with the children, before teaching in Year 2 from September.

We also have two members of staff leaving us at the end of this academic year.

Mrs Browne, our Communication Officer who has worked for us for 10 years, will be leaving us at the end of this academic year. Her hard work, dedication and commitment to the school have not gone unnoticed and we wish her all the best of luck on her new ventures.

Mrs Wilson, our Kitchen Manager who has worked with us for nearly 20 years, will also be leaving us at the end of the academic year. She has brought many smiles to the children's faces serving delicious food over the years. We wish her the best of luck in her new journey.

Both will be truly missed at Houghton Conquest Lower School.

Step Up Day Arrangements

The children will be experiencing 'step up day' on the 6th July with their new teacher. This will give the children an opportunity to get to know their new teacher and also learn what the year ahead is all about.

When your child arrives on 'step up day' they will be asked to go their existing classroom where their current teacher will take the register. After registration the teachers will move around the school to the children they are teaching next year. The details of your child's classroom location for September will be communicated before we break up for the summer holidays. Please collect your child from their usual collection point between 3:10pm and 3:15pm.

Parents of children starting in Robin's class in September will be sent a separate letter regarding their arrangements on this day.

All children leaving our school at the end of term (*apart from those going to Marston Vale Middle School*) will have alternative arrangements made for them in school that day, working with other members of the teaching team. *If your child is leaving our school at the end of term (Years R-3) and you have not already informed us of this in writing, please do so before 'Step-up-day'.*

If you have any queries or concerns, please do not hesitate to get in contact with us.

Yours sincerely



Miss J Heaslip
Headteacher

