



21st March 2018

Dear Pre-school Parent

I am writing to provide you with reassurance around provision for the setting next term. You will already be aware that we place the highest of importance around ratios and the quality of the provision at Hemyock Pre School. In order to continue to provide the **play-based** curriculum to a high standard we are seeking to recruit a class teacher who has strength in early year's provision and will ensure that children have a happy and smooth transition through the EYFS curriculum before Year 1. The appointment will be made as soon as possible but the process requires adequate time in order to make the right appointment for your children and our setting. As soon as this appointment is made along with permanent teaching assistant positions you will be informed. When recruiting a nursery teacher, ratios of pupils to adult change however we have created a staffing ratio which provides over this recommendation.

In the meantime, during the recruitment process, we have put in place a teacher who is well known to the pre-school and school community in order to ensure continuity and ease of handover. Mrs Sarah Goodwill will be the full time preschool teacher, temporarily, from Easter until the permanent position is filled. Mrs Goodwill will work closely with Alison Field from Hemyock Primary School in order to ensure that the quality of provision remains a priority and a reality.

I know that you will support Sarah Goodwill in this exciting role, we know that she will be fantastic.

Yours faithfully

Mrs Leanne Arrowsmith
Designated Representative Person
For and on behalf of Ventrus Ltd (Trustee)