



Mayfield Preparatory School

Believe it! Achieve it!

Thursday, 13th December, 2018

Dear Parents in Transition

I am writing to let you know that Mrs Leonard is expecting a baby and is due to take maternity leave at the end of the Spring Term 2019. You will be reassured to learn that I have found an excellent teacher to cover her maternity leave. Mrs Diana Smith qualified as a teacher from Birmingham City University, and stayed on to complete her Masters in Education. She began her teaching career at Blue Coat Infants School, where she stayed for several years. OFSTED judged her teaching as 'outstanding'. For the last 18 months, she has been teaching at Banners Gate, Sutton Coldfield. She is an experienced Year One teacher, is trained in teaching Read Write Inc and was recommended to the school by Mrs Inkster, who was impressed by her when she worked with Mrs Inkster at Blackwood on a voluntary placement while qualifying to be a teacher. They have maintained a professional relationship ever since. She will be able to come into the school on several occasions before she takes over from Mrs Leonard to ensure there is a smooth transition for the children with as little disruption as possible.

You will be able to meet Diana Smith at the Transition Mathematics Workshop on Friday, 11th January, 2019 at 2.30 pm in the Art room.

Mrs Leonard will be talking about Mathematics in Transition and the importance of your involvement to help our pupils become more confident mathematicians. We expect the meeting to last about 45 minutes.

There is no parking available in school, so please access the Art room via the pedestrian gate, pathway, courtyard and Art Block door.

We look forward to seeing you all there.

Yours faithfully

Mr M. Draper
Headmaster