



14th December 2016

Dear Parents/Carers,

Nursery Keyworker Group Changes

As you all know, Mrs Lavin is currently unable to fulfil her role of keyworker due to her recent accident. In order for her to heal, she will require lots of rest and this could take a very long time. In light of this, Mrs Lavin has now informed us that she has decided to take early retirement.

Nursery staff, phase leader and SLT have carefully considered the way forward for the rest of the year to ensure as much stability as possible for the children in Mrs Lavin's group and the other children in Nursery.

We are going to slightly alter the model of our keyworker groups. There will now be two keyworker groups instead of four. The two groups that are located in the same area of the nursery will become one keyworker group. Teachers will be ultimately responsible for teaching and learning, with teaching assistants working alongside to consolidate and extend the learning of target children. Keyworker areas will be made larger to accommodate the larger groups. Lots of teaching and learning has already been taking place following this model, so the children are already familiar with this and should adapt fairly quickly.

We are also pleased to inform you that Mrs Reihaneh will be remaining with us for the next few months. She is delighted to be able to continue working with our wonderful children and we welcome her to our Nursery.

As always when unpredicted events occur, changes are inevitable but our staff always have the children's best interest at heart and we hope you will assist us in making this transition as smooth as possible.

We thank you as always for your continued support and welcome any questions or queries which you may have.

Kind Regards,

Laura Tracanna
EYFS Phase Leader



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