

KHALSA PRIMARY SCHOOL

'Faith Inspired Education'

Wexham Road, Slough, Berkshire, SL2 5QR Tel: 01753 823501

Email: office@kpsslough.com Web: <http://www.khalsaprimarieschool.com>



Tuesday 2nd February 2016

Dear parents/carers for children in 3T,

As you are aware Miss Toor is a trainee teacher and as part of her course she has to undertake a six week placement in another school. This second placement is scheduled from Monday 8th February until Thursday 24th March 2016. We have arranged for Miss Toor to complete her placement at Penn Wood Primary School and as a result we have been able to secure the services of Miss Cox, a fully qualified Penn Wood teacher, to come to Khalsa. Miss Cox will be teaching the same timetable as Miss Toor and will therefore be based as 3T's class teacher.

We are incredibly fortunate to have secured this arrangement. In the majority of cases, when trainee teachers undertake their second placement they are replaced by another trainee or no one at all! Therefore we are delighted that someone as experienced and enthusiastic as Miss Cox will be coming to Khalsa. We are also grateful to Penn Wood for being so generous with their support for our school.

Some of you may have already met Miss Cox as she kindly taught Reception and Nursery for some days last term.

Miss Cox will share class-teacher responsibility for 3T with Mrs Ashraf. Unfortunately, Mrs Ashraf has been very poorly this term and has been unable to attend school. All being well we look forward to welcoming her back after the February half-term break. In the meantime we have sought to employ additional teaching capacity through supply agency staff supported by Khalsa Teaching Assistants.

I know that the children will really enjoy the opportunity of working with Miss Cox, and they can be reassured that Miss Toor will be back at Khalsa after the Easter break. To facilitate the transition we have arranged for Miss Toor and Miss Cox to plan together this week, and Miss Cox has kindly agreed to attend Parents' Evening appointments on Tuesday 9th February/Wednesday 10th February.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਰ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 823501 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।



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I trust that you will join me in wishing Miss Toor all the best during her second placement at Penn Wood, and in welcoming Miss Cox to Khalsa Primary. Please do contact the school if you have any questions or wish to discuss the matter any further.

Kind regards,

Ms A Jenkins
Head of School

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