



The Swallowtail Federation of Church Schools

Sutton C.E.V.C. Infant School

Denise Close, Laxfield Road, Sutton, Norwich. NR12 9QP Tel: (01692) 580608

E-mail: office@sutton.norfolk.sch.uk

21/6/16

Dear Parents/Carers,

We have been busy finalising the timetable for September and I wanted to ensure you are all kept informed:

- Ms Ashley will lead the day to day running of the school as Head of School;
- Mrs Holmes will be teaching in Green class for a part of Tuesday to cover Ms Ashley's management time;
- I will be in school on Wednesdays;
- Ms Wones will be in school all day Monday, Thursday afternoons and every other week on a Friday morning- she will be leading Forest Schools sessions every week on Monday afternoons with Orange class initially- you will be receiving more information about this;
- Mrs Shirley will continue to work from Monday to Wednesday so if you have any general enquiries these are the best days to pop in;
- Celebration assemblies will continue to be held on Friday mornings at 9am and will be led by either Ms Wones or Ms Ashley.

Phew - I think that's it for now! Any questions, please don't hesitate to pop in and ask.

Ms Jo Nutbeam
Headteacher