

YG

From: WD
Sent: Monday, 7 September 2009 8:29 AM
To: YG
Subject: FW: 09 Letter re Class 4D

YG

This interim letter is going out to parents in the THE Soday.

Regards,

WD

THE SCHOOL

From: YK
Sent: Monday, 7 September 2009 7:58 AM
To: WD
Subject: RE: 09 Letter re Class 4D

Done.

YK

THE SCHOOL

From: WD
Sent: Monday, 7 September 2009 7:57 AM
To: YK
Subject: FW: 09 Letter re Class 4D

Hi YK

A good letter – let's go with it.

Regards,

WD

THE SCHOOL

From: YK
Sent: Friday, 4 September 2009 2:49 PM
To: WD
Subject: FW: 09 Letter re Class 4D

Dear WD

DRAFT (see below) of letter for distribution to Year 4 students on Monday (enveloped). The original will also be MAILED to all Year 4D families on Monday.

I await your approval.

Regards,

YK

THE SCHOOL

From: THE SCHOOL

Sent: Friday, 4 September 2009 2:44 PM

To: YK

Subject: 09 Letter re Class 4D

4 September 2009

«MAILTITLE»
 «ADDRESS01»
 «ADDRESS02»
 «ADDRESS03»
 «ADDRESS04» «STATE» «POSTCODE»

Dear Parents

I write to inform you that Mr YJ will be taking Personal Leave, at this juncture, for an indefinite period of time.

I am fully aware of the excellent teaching which has taken place within the Year 4D Classroom and more generally in the Year 4 Program of Learning. To this end, I can inform you that we are fortunate to be able to appoint Mrs THE SCHC to the role of Year 4 classroom teacher, in the first instance, for the remainder of Term 4. Mrs THE SC a very experienced classroom practitioner having taught for three and a half years at THE SCHOOL THE SCHC Preparatory School before being appointed the Year 1-4 Coordinator at REDACTED Mrs THE S will work closely with Miss REDACTED to ensure that the education provided for all students in 4D is of the highest standard.

Yours sincerely

YK

THE SCHOOL