24.04.2014

Dear Families of Room 4,

Re: Michelle Bove, Acting Assistant Principal

I wish to inform you of the specific dates and times Michelle will be out of the classroom in her Acting Principal role.

The dates are from Tuesday 22nd April to Monday 2nd June from 12.00 – 3.30 p.m. each day and all day Fridays.

Jane Ryan has settled in well and established classroom routines and learning programs are being followed. The students are very settled and are on task. Michelle is undertaking the Literacy program and instructing reading and writing groups during the morning session. Michelle liaises with Jane each day regarding the learning progress. The students are happy, engaged and responsive.

If you require further clarification please see Michelle or myself.

Yours Sincerely

Helen Thomas

Acting Principal