

13<sup>th</sup> September 2022

Dear Parent/ Carer,

I am delighted to introduce myself to you as the Head of Year 5 and extend a huge welcome to Codsall Middle School for both yourselves and your child. I find this new role of being Head of Year 5 exciting and cannot wait to start working with all of your sons and daughters.

I look forward to seeing year 5 progress and excel throughout their 4 years here and leave as confident and independent young adults. It's my pleasure to lead Year 5 in this new important stage of their education. I know how important my job is for the children under my care and how vital it is to be one of the main contact points, along with your child's form tutor.

My main target is to help your son or daughter settle into a new environment and I want to establish a positive, ambitious and proud ethos for year 5 as a group. Throughout the year I will be getting to know your child both in a classroom and in their free time at break and lunch. It is an exciting thought to watch them achieve and share much deserved rewards with them.

There are many new and exciting things to look forward to this year which will be shared with you in due course but for now I just wanted to establish that point of contact and ask for you to please get in contact if you have any questions or concerns.

Yours sincerely,

*C. Mayer*

**Miss Charlotte Mayer**  
Head of Year 5

**Codsall Middle School**

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