



Telford Infant School

Headteacher: Mrs S.A. Oustayiannis

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5th December 2019

Dear Parents and Carers,

SMILES MANAGER

Thank you for your patience whilst we have been recruiting a new SMILES Manager. I am very grateful to the SMILES team for all their support and for keeping the club running so efficiently and happily during this time. I am delighted to inform you that Mrs Libby Semple, one of the school governors responsible for SMILES, and myself have now appointed Mrs Francesca Berry to the substantive position of SMILES Manager from 2nd December.

Mrs Berry has retained her long standing Teaching Assistant role in school and will be working in her capacity as SMILES Manager at the following times each school day:

7.25am to 8.25am

3.30pm to 6.00pm

She will be based in school and can also be contacted by the following methods:

Phone - 07925 823386

Email - smilesclub@welearn365.com

The best way to contact the club with any urgent messages is to leave a voicemail or a text message on the phone – particularly if you need to advise the club that your child will not be attending on that day.

I would like to thank Mrs Berry for taking on so much of the administration of the club this term and wish her well in her new post.

Yours sincerely,
SA Oustayiannis

Mrs SA Oustayiannis
Headteacher



Race equality

