



12th May 2021

Dear Parents/Guardians,

Mrs Clancy's start of term letter informed you that I will be taking Mrs Appelqvist's maternity post of Year Coordinator until she returns to The Ladies' College.

I am delighted to have the opportunity to write to you and introduce myself. It is often useful to be able to put a name to a face as well as know a little bit about a teacher you may have yet to get to know at The Ladies' College.

I started working at The Ladies' College in 2014 as Head of Religious Studies. During this time, I have worked primarily as a Remove tutor as well as Lower Four. I want to assure you that the level of care and provision for your daughter will continue. I have spent time with Mrs Appelqvist to ensure a smooth transition between Year Coordinators. I am looking forward to having the responsibility of overseeing your daughter's transition from Remove into Lower Four as well as guiding her pastoral wellbeing and academic needs with the tutor team.

The role of Year Coordinator means that I will be working closely with the girls and yourselves. Our aim is to ensure that your daughter is happy, healthy and enjoys her time at The Ladies' College.

I will be starting the maternity post as of 1st June. Please feel free to contact me via email at clemaitre@ladiescollege.ac.gg, if you have any questions or would like to make introductions.

Yours faithfully,

Charlotte Le Maitre

Miss C. Le Maitre

