

# MANOR

## CHURCH OF ENGLAND ACADEMY, YORK

Established 1812 • Principal: Mr Simon Barber, MA

21<sup>st</sup> November 2018

Dear Parent/Carer,

### FORM TUTOR CHANGE

The role of the form tutor is to be the first point of call within school for pupils and yourselves, and is therefore a vital one. We recognise how important it is to have consistency for our pupils in the morning, in order that they can build up strong relationships with their tutor and have a positive pastoral experience here at Manor. Unfortunately with Mrs Murray at the present time being unable to continue as form tutor to 8CM, we have made the decision to appoint a new tutor to try ensure consistency for the form. I am pleased to say that Miss Gibb will step into this role as of tomorrow. Miss Gibb is one of our cover supervisors, and has spent quite a lot of time covering the form in Mrs Murray's absence, so has already begun building a positive relationship with them. Your child's form will now be known as 8AG.

Miss Gibb writes,

*"My role at Manor CE Academy is Cover Supervisor, so every day I deliver cover lessons. These are in any subject across the school curriculum so as you can imagine every day is extremely varied and definitely keeps me on my toes! I am over the moon to become form tutor to such a lovely form as 8CM. Through my time at Manor I have got to know the students really well and I am very fond of them. I hope together we can create a really positive form environment where we support each other and create a very happy school life for all. As a Parent/Guardian I want you to feel that your child is nurtured and cared for at our school and would be more than happy for you to contact me whenever you need to. My email is [a.gibb@manorceacademy.org](mailto:a.gibb@manorceacademy.org) or you can also call the School Office on 01904 798722."*

I would like to take this opportunity to thank Mrs Murray for all her work with 8CM, and also wish Miss Gibb well in her new role.

I hope this reassures you that your child is being well looked after and nurtured during form time. If you have any questions relating to this change of circumstances, please don't hesitate to me.

Yours sincerely,

Miss Charlotte Day  
Head of Year 8



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Manor Church of England Academy  
Millfield Lane, Nether Poppleton, York YO26 6PA  
Tel: 01904 798722 Fax: 01904 782902  
Email: [admin@manorceacademy.org](mailto:admin@manorceacademy.org)  
[www.manorceacademy.org](http://www.manorceacademy.org)

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