

24 May 2019

Dear Parents and Carers,

We are writing to advise you that Mrs Elissa Penfold has won the substantive position as Executive teacher/team leader of the 1/2 teaching team at Harrison School. Elissa brings strength in her capacity to support teaching and learning across the team and is a skilled and experienced teacher having taught across several schools in the ACT system.

Ms Julia Cunningham will replace Elissa as the classroom teacher in Week 7 of this term; the week beginning 10 June 2019. Julia has commenced her transition to Harrison School and the 1/2EP classroom space. The children and families are exceptionally lucky to be receiving the skills and talents of a highly accomplished practitioner. Julia is an experienced early years teacher who has taught in several international settings with particular strengths in literacy and the Arts.

Elissa will be supporting Julia to acquire an understanding of individual student need and the Harrison School context during the transition phase. Elissa and Julia have worked together this week (Week 4). A relief teacher (Ms Jen Boyd) will assume classroom responsibilities in Week 5 whilst Elissa transitions to the leadership role. In Week 5, Elissa will aim to spend time in her classroom each day to ensure that assessment for reporting is facilitated and to communicate aspects of the daily teaching and learning program to ensure consistency. In Week 6, Julia will take 1/2 JC (formerly 1/2 EP) from Monday to Wednesday. Elissa will farewell her children and families on Thursday and Friday of Week 6. Julia will assume full time teaching responsibility of the class from Monday 10 June (Week 7) for the duration of the school year.

Semester One reports will be compiled by Elissa Penfold. Elissa will be available to families who would like to meet to discuss any aspect of student progress upon receipt of reports in Week 10.

If you have any related queries, please direct these to the P-2 Deputy Principal via email at [Nada.Zarac@ed.act.edu.au](mailto:Nada.Zarac@ed.act.edu.au) or Elissa Penfold (1/2 Team Leader) at [Elissa.Penfold@ed.act.edu.au](mailto:Elissa.Penfold@ed.act.edu.au)

Kind regards,  
Nada Zarac  
P-2 Deputy Principal