



19th April 2017

Dear Parents/Carers,

Update Regarding Staff Absence in 3SE

I am writing to update you of the recent temporary staff absence in 3SE due to Mrs Singh being off school. I acknowledge and apologise that there has been no official communication around this absence last half term. I have tried to ensure that there was some consistency of adults in the class instead of a stream of different supply teachers.

As I am sure most of you will be aware, Mr Hough, who is a Higher Level Teaching Assistant and a very experienced member of staff who knows the children very well, has been covering Mrs Singh's absence on Mondays and Tuesdays on a temporary basis, as it was unclear as to when she would be returning.

I can now confirm that Mrs Singh will be returning to work from Monday 24th April. I would also like to add that from Thursday 11th May Mrs Gibson will also be supporting the class full time to try and make up for the absences and disruption caused within the class this year.

We have tried to ensure that the children's routine has not changed during this time. Mr Hough has been meeting regularly with Mrs Gibson, who has overall responsibility of the class and has been planning and resourcing for the full week's activities to ensure that the children are up to speed with the work.

I understand that the last term has been a disruptive time for the children, but I would like to reassure you that we have been keeping a close eye on them and putting in place support to ensure that this staff absence does not affect their overall progress and experience in Year 3.

Thank you for your ongoing support in this matter.

Kind Regards,

Jon Beisly
Acting Headteacher



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