



20th October 2016

Dear Parent/Carer,

Update on Staff Absence in 3SG

Due to the unknown specific return date of Mrs Griffin we have decided to extend the contract of the supply teacher Mrs Eaves until further notice, to ensure that the children have as much consistency as possible.

Once we have been informed of Mrs Griffin's return date we will continue to employ Mrs Eaves for a transitional period to allow adequate time for the passing over of specific information and assessments relating to the class. We will of course keep you updated as soon as we know when Mrs Griffin will be fit to return to work.

We ask that you please support your child by speaking to them about this update.

Thank you for your support in this matter.

Kind Regards,

Jon Beisly
Acting Headteacher



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