

27<sup>th</sup> May 2016

Dear Parent/Carer

## Temporary Staff Absence in 3SE

I am writing to inform you of a temporary change of teacher in 3SE due to Mrs Singh being off school recovering following her knee operation. Mrs Natalie Hickman, who is an experienced member of staff, will be returning from her maternity leave on Monday 6<sup>th</sup> June and will be teaching in 3SE Monday, Tuesday and Wednesday until Mrs. Singh returns to work. It is anticipated that this might be for up to 5 weeks, obviously depending on the recovery rate of Mrs Singh. I will keep you updated as soon as I hear how she is recovering and when it is anticipated that she will be fit to return to work.

The children's routine will not change during this time; Mrs Hickman has been meeting with Mrs Eldridge to ensure that she is up to speed with the established routines and planning within class. Today we have arranged for her to meet the class so your child might be coming home tonight explaining that they have a new teacher.

I understand that the children have built up strong relationships with Mrs Singh during this year but please do not worry, Mrs Hickman is an experienced teacher and she will quickly slot into class continuing the normal class routines to help ease this transition. Please could you support your child by speaking to them about this change over the holiday.

Thank you for your support in this matter.

Kind Regards,

Jon Beisly  
Acting Headteacher



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