



30th September 2016

Dear Parent/Carer

## Temporary Staff Absence in 3SG

I am writing to update you on the situation regarding the temporary staff absence of Sharon Griffin. Unfortunately Mrs Griffin has been signed off work until 23/10/16 due to some health concerns.

I appreciate that this week has been far from ideal as the children have had a number of supply teachers which might have been unsettling for them. The continuity of education and support for the children is vital to the school so we have taken the decision to place a full time supply teacher in the class by Monday, who will stay in the class up until half term.

PPA (planning, preparation and assessment) time for 3SG continues to be on Wednesday afternoons, during which the children will do PE with the Mr Bentley, music with Ms Murray, and art with Mrs Appleby.

We ask that you please support your child by speaking to them about this update regarding Mrs Griffin before Monday morning.

Thank you for your support in this matter.

Kind Regards,

Jon Beisly  
Acting Headteacher



**Inspiration & Success**

