



18<sup>th</sup> November 2016

Dear Parent/Carer,

## Staff Absence in Nursery

Some of you may have noticed that Carol Lavin has been absent from the Nursery for the past couple of days. Unfortunately Mrs Lavin was involved in an accident in her home, which has caused her to be signed off work until after Christmas.

We currently have a supply keyworker, Bilquees Ghanam, who we are planning on keeping on until Mrs Lavin is able to return to work. We are hoping that this will create as little disruption as possible for the children, who will understandably be upset not to have Mrs Lavin in class.

We would appreciate it if you could support your child by speaking to them at the weekend about the change in their keyworker.

Thank you for your support in this matter.

Kind Regards,

Jon Beisly  
Acting Headteacher



**Inspiration & Success**

