

2<sup>nd</sup> September 2016

Dear Parent/Carer

## Temporary Staff Absence in 1LH

I hope you have all had an enjoyable summer and that your children are looking forward to starting in Year 1 on Monday morning! I am writing to inform you of a temporary staff absence in 1LH. Louisa Hall has unfortunately been signed off work due to severe back and neck pain, which is causing mobility issues for her.

At this stage it is unclear when Ms Hall will be fit to return to work, but I will keep you updated as soon as I hear how she is recovering and when it is anticipated that she will be back at school. Although it is clearly not ideal for your child's teacher to be absent for the start of the school year, we have arranged for Anna Dumville (née Wilson) to cover for Ms Hall until she is fit to return to work.

As I am sure many of you will be aware, Mrs Dumville has already met the children within transition sessions prior to the summer holidays so is a familiar face for them. Mrs Dumville will teach on Mondays, Tuesdays and Wednesdays, and we are currently organising for another experienced teacher to work every Thursday.

Our PPA (planning, preparation and assessment) time for 1LH is on Friday mornings, during which the children will do PE with the sports coach, music with Ms Murray, and art with Mrs Appleby. On Friday afternoons the class will be led by Mrs Whittick, who is the class-based TA for 1LH.

I understand that the children will be disappointed not to see Ms Hall on their first day in their new class, but we hope that they will be comforted at seeing a familiar face in Mrs Dumville. We ask that you please support your child by speaking to them about this change in staff before Monday morning.

Thank you for your support in this matter.

Kind Regards,

Jon Beisly  
Acting Headteacher



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