



4<sup>th</sup> September 2017

Dear Parent/Carer

## Temporary Staff Absence in 2JD

I hope you have all had an enjoyable summer and that your children are looking forward to starting in Year 2 on Wednesday morning! I am writing to inform you of a temporary staff absence in 2JD. Jen Dyson has unfortunately had an accident over the holidays and broken her knee. As a result she has been signed off work by the doctor for three months.

We will keep you updated as soon as we hear how she is recovering and when exactly 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 a supply teacher, Chelsey Shaughnessy, to cover for Miss Dyson until she is fit to return to work.

I understand that the children will be disappointed not to see Miss Dyson on their first day in their new class, and we will therefore be doing all we can to support the children during this transition period. We ask that you please support your child by speaking to them about this change in staff before Wednesday morning.

Thank you for your support in this matter.

Kind Regards,

Deborah Howard  
Headteacher



**Inspiration & Success**

