

26th November 2024

Dear Parents and Carers,

I am writing to inform you that Miss Grimes is currently absent from school. While we understand that this news may raise concerns, I want to assure you that we have comprehensive measures in place to minimise any impact on your child's learning and school experience during this time.

To support the children and ensure continuity:

- We have arranged for supply cover provided by familiar staff who know our children well and work in our school regularly.
- Additional support is being provided by other trusted adults from within including Mrs Biggins, Mrs Armstrong and Miss Edwards who are working in the classroom daily.
- Planning is already in place, ensuring that the children continue to follow a structured and consistent curriculum.
- All clubs and extracurricular activities will continue as planned, led by familiar staff members.
- Mrs Webber will continue to share updates about your child's learning through the newsletter/ social media and home learning resources will come home with your child, maintaining our usual lines of communication.
- I will regularly check in with the children, ensuring they are aware of the plans and timetables for each day and have an opportunity to share any thoughts or concerns.
- If you would like to discuss anything further, please do not hesitate to contact me.

We greatly appreciate your understanding and support as we navigate this situation. I will continue to keep you updated and share any new information as soon as possible.

Thank you for your continued partnership and support.

Yours sincerely,

Liam O'Sullivan

Headteacher



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