

Monday 7th October 2019



Dear Parents/Carers,

I am writing to inform you that your child's class teacher, Mrs Reilly, is due to have some planned surgery and this means that she will be absent from school for approximately six weeks. In order to provide as much consistency as possible for the children, we have secured a teacher well in advance, to cover this period of absence. This means that she will be able to come into school prior to the start of Mrs Reilly's absence, complete a handover and start to get to know the children.

Unfortunately, due to the timing, it will mean that I will have to cancel the Parent's Evening for Year 2 in the Autumn Term. However, Mrs Reilly has agreed to write the children's reports and we will send these out at the time of the Parent's Evening so that you can see how your child is doing. As always, we have an open door policy, so if you need to speak to Mrs Reilly regarding your child's progress, prior to her absence, please feel free to do so. During Mrs Reilly's absence, you will still be able to talk to the class teacher, support staff or Mr Clarke who is the Phase Leader, if you have any questions or need to pass on information regarding your child.

Mrs Reilly's absence will begin on Thursday 17th October 2019 and the teacher who will cover her absence is Mrs Bedford.

Yours sincerely

Mrs A Grist
Headteacher