



Park Grove
PRIMARY ACADEMY

8th January 2018

Dear parents of Class 4 children,

I am writing to give you an update of Miss Thomas' absence from school. Unfortunately, Miss Thomas has informed us that she will not be returning for at least two weeks. At this point, we do not know if the absence will be longer than this but will keep you updated as and when we know anything.

It is a difficult situation because I know that parents will be concerned for their children and ideally would like them to have their own teacher. Obviously we want this too but when it comes to staff illness, it is an area that is beyond our control.

I would like to reassure you that the whole staff team are working together to make sure that the children do not miss out and that the period of Miss Thomas' absence is managed as smoothly as it possibly can be.

We are very lucky to have Mrs Jean Gray covering for Miss Thomas in the short term. Mrs Gray is an experienced teacher who has worked as a supply teacher for us for many years. She has fantastic organisational skills and wonderful relationships with the children.

Our EYFS/KS1 team have been fantastic in supporting Mrs Gray with planning and Ms Savoia and Mrs Stone have stepped up to ensure that routines are followed and that the class runs smoothly.

Our Assistant Head in charge of KS1, Mrs Natalie Martin is overseeing the planning and she will ensure that she has a presence in Class 4 throughout the absence.

As always, I can assure you that we have your children's best interests at heart and that, as a whole team, we will pull together to make this difficult situation as smooth and as easy for the children and parents as we possibly can.

Please do not hesitate to get in touch with myself or any of the team if you have any questions or concerns.

Thank you for your support.

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