



6th September 2022

Dear parents/carers

R.e. Staffing in Year 3 – 3AG

Once again, I would like to take this opportunity to offer you and your child a warm welcome back to the new academic year in advance of tomorrow.

I am writing to inform you that Mr Gardner will unfortunately not be in school for the start of the new academic year due to an unexpected close family member bereavement. I am sure that you will join me in passing on our sympathy to him at this time.

We have taken swift action to ensure that the impact of this staffing absence is as minimal as possible and have temporarily adjusted our staffing structure to cater for Mr Gardner's absence. To ensure some consistency for your child whilst Mr Gardner is off, we have made the decision for Miss Taylor (last year's 2LT class teacher) to become the class teacher in 3AG until his return. Miss Taylor already has knowledge of your child's needs and has also previously taught Year 3 so is fully aware of the Year 3 curriculum. I hope that this puts your mind at ease and alleviates any concerns you may have over this situation.

Yours sincerely,

Mrs Gibbins
Head of School.