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Headteacher: Mrs. J. Payne

8<sup>th</sup> November 2024

Letter to Parents: Fir class

Dear Parents,

I am writing to update you on the position of the class teacher for Fir class. Unfortunately, Miss Everitt has been absent from Fir class for a few weeks now. We have been using supply staff to cover Miss Everitt's absence and as best we can, get consistency with the same member of staff. Mrs Muir has been in the class for the past couple of weeks and will be in place until Wednesday 13<sup>th</sup> November. As from that date, she is not available full time, so we will be using Miss Van Der Spuy who has taught in the class already this year and is able to commit to full-time.

Miss Van Der Spuy will be part of the weekly planning, preparation and assessment time, supporting the Year 3 staff. Miss Van Der Spuy is able to cover until Miss Everitt's absence is over.

We appreciate these changes are difficult for the children and families, but we are trying our best to maintain consistency whilst managing staff absence. Mrs Straw, Teaching Assistant, is a consistent support staff member for the children and we have a member of our Senior Leadership Team involved in planning, communication and procedures.

We will however have to cancel next week's Parents' Evening due to Miss Everitt's absence but we will re-organise and inform you of the date once Miss Everitt is fit enough and returned back to school.

I am sure you will join us in wishing Miss Everitt a speedy recovery and we have all missed having her in Fir class.

Thank you for your continued support,

Mrs J Payne  
Headteacher



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Registered in England  
Company Registration Number 7848372  
VAT Registration Number 125718416

☎ 01704 508500

✉ [office@churchtown.org.uk](mailto:office@churchtown.org.uk)

📍 St. Cuthbert's Road, Southport PR9 7NN