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Headteacher: Mrs. J. Payne

8th November 2024

Letter to Parents: Oak class

Dear Parents,

I am writing to update you on the position of the class teacher for Oak class. Unfortunately, Miss Suffell has been absent from Oak class for a few weeks now. Up until now, we have used supply staff to cover Miss Suffell's absence. We have tried to get consistency as best we can for the class so far.

As from Monday, 11th November 2024, Mrs Standeven will take the class. Mrs Standeven retired at the end of the summer term from her role as Assistant Headteacher (and previously class teacher). We have set Mrs Standeven up as a supply staff member for Churchtown Primary School and the Trust. Mrs Standeven knows the school, routines, policies and procedures and will be part of weekly planning, preparation and assessment time, supporting the Year 3 staff. Mrs Standeven is able to cover until end of the autumn term, if this is required for Miss Suffell's absence.

We will however have to cancel next week's Parents' Evening due to Miss Suffell's absence. We will re-schedule a Parents' Evening before the end of the autumn term with Miss Suffell, if she has returned or with Mrs Standeven and the Student Teacher, Mrs Laker.

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

Thank you for your continued support,

Mrs J Payne
Headteacher