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30 September 2022

Dear Parents and Carers,

Re: Arrangements for teaching

I am writing to clarify something regarding teaching staff in classes throughout the week. You will have been made aware of the main teachers and teaching assistants in your child's class, and the days that they teach (usually on the classroom door). You may have also been introduced to staff who cover the class regularly during teachers' statutory entitlement to PPA (planning, preparation and assessment) time.

However, there are many other activities that take place in running a school, and so all teachers will also spend time doing other activities such as supporting planning, monitoring the impact of teaching in subjects they lead, recruitment, SEN reviews, statutory assessment activities, training, safeguarding etc. We try to streamline these as much as possible through the year but it isn't always possible to avoid bottle-necks and some things come up urgently. Teachers may also be absent for other, personal, reasons and the nature of these absences will never be discussed with the school community. If you ever have any concerns about this, please contact me rather than the class teachers.

I would like to reassure you that we have good systems for sharing information about the children's progress, and every year group team works really closely with each other and with our supply teachers. We try to keep the same supply teachers where we can. When teachers are in school and engaged in other work, they provide planning for our cover teachers and meet with them at the end of the day to discuss progress. They will also drop into the class to see the children.

I hope that all classes have now been able to identify a class rep. If you are able to let me know who you are, I will organise our first meeting of the year.

Yours sincerely.

Hildi Mitchell, Headteacher