Water Primary School
Happiness, Health & Opportunity

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Headteacher: Miss E. McKay

Friday 27th November 2026

Dear Families,

I am writing to inform you that, unfortunately, Mrs Smith is currently unwell and will be absent from school for a period of time**.** I am sure you will join me in wishing Mrs Smith a speedy recovery, and we look forward to welcoming her back when she is well enough to return.

During Mrs Smith's absence, I have appointed Miss Suthers to lead Acorn Class. Miss Suthers is an experienced teacher with a strong background in both Early Years and Key Stage 1. She brings with her a wealth of knowledge, expertise and enthusiasm, and I am confident that her experience will ensure a smooth transition and continuity of learning for our children.

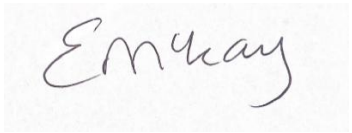
Supporting Miss Suthers will be Mrs Greenwood, our Higher Level Teaching Assistant, who will continue to work closely within Early Years. Mrs Greenwood's excellent knowledge of the children, alongside her caring and nurturing approach, provides invaluable pastoral support and consistency for the class. The children know her well, and her continued presence will help to ensure that routines and relationships remain familiar and secure.

We understand that changes in staffing can sometimes create uncertainty for both children and families. Please be assured that we are committed to maintaining the high-quality care, support and education that our children receive each day. Over the coming weeks, we will work closely together to ensure that the transition is as seamless as possible.

I am sure you will join us in extending a warm Water School welcome to Miss Suthers as she becomes part of our school community. We kindly ask for your patience and support whilst she settles into her new role and gets to know the children, families and routines of Acorn Class. I know that our children will benefit greatly from her experience and dedication.

Thank you for your continued understanding and support. If you have any questions or concerns, please do not hesitate to contact the school.

Kind regards,



Elizabeth McKay
Headteacher