

Water Primary School

Happiness, Health & Opportunity

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Headteacher: Miss E. McKay

Friday 8th March 2024

Dear Families,

I hope this letter finds you well. I am writing to inform you about an important update regarding Mrs Smith who, unfortunately, will be absent from school for the remainder of this half term.

In order to ensure continuity of learning for your children, we have made arrangements for a supply cover teacher to step in during this period. Their role will be to deliver the planned lessons and maintain a nurturing and engaging classroom environment.

Please rest assured that we will do our best to minimise any disruption to your child's education. The supply teacher will follow the lesson plans and curriculum guidelines that have been put in place. However, it is understandable that adjustments may need to be made in response to Mrs Smith's absence. We encourage you to remain supportive during this period of transition and to communicate with us any concerns or observations you may have.

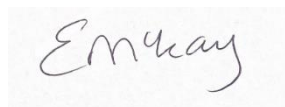
As part of our efforts to provide a smooth transition, we have provided the supply teacher with relevant information about your child's academic progress, strengths, and areas requiring extra support. However, we kindly request your understanding if it takes a little time for the supply teacher to fully grasp your child's individual needs, routines, and personalities.

To ensure open lines of communication, please feel free to reach out to me or the school office if you have any questions or require further assistance. We value your partnership and will remain committed to supporting your child's learning journey throughout this time.

Once again, we regret any inconvenience caused by this unexpected situation and appreciate your understanding. We will keep you updated on any changes or developments in the coming weeks.

Thank you for your continued trust and cooperation.

Yours faithfully,



Miss E. McKay
Headteacher



