

Water Primary School

Happiness, Health & Opportunity

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Headteacher: Miss E. McKay

Thursday 12th September 2024

Dear Families,

I hope this letter finds you well and that your children have had a wonderful start to the new school year.

I write to inform you that, unfortunately, Mrs Smith has taken ill and will be unable to attend school for the next few weeks. I am sure you will join us in extending your best wishes for her speedy recovery during this time.

In Mrs Smith's absence, our Deputy Headteacher, Mrs Edington, will be leading the class most mornings, alongside Miss Kellar, who is joining us as a supply teacher. In the afternoons, Miss Keller and Mrs Greenwood will be in charge of leading the class, supported by our usual teaching assistants.

For our Evergreen children, Mrs Greenwood, who already has an excellent relationship with our Evergreen children, will be leading each morning session. Mrs Greenwood's familiarity with the children will ensure that their learning experiences remain seamless. She will be supported by the usual Evergreen staff team and will work closely with Mrs Edington.

I want to assure you that we are committed to maintaining continuity in your children's learning throughout this period. I will make every effort to keep you informed of any updates regarding Mrs Smith and the arrangements in her absence.

Thank you for your continued support and understanding during this time.

Many thanks,

A handwritten signature in black ink that reads 'Emckay'.

Miss E. McKay
Headteacher

