

30th June 2026



Dear Parents and Carers of Class 5M,

I am writing to inform you about the plans for your child's class over the coming weeks. I would also like to apologise for the disruption your child's class has experienced during Miss Moran's absences from school in recent weeks. We have worked hard to provide as much consistency as possible by using our HLTAs, who know the children well, alongside a regular supply teacher. However, we recognise that these changes may have been challenging for some pupils.

Yesterday we received the news that Miss Moran will not be well enough to return for the remainder of the term. I am sure you will join me in wishing her well for a speedy recovery. I wanted to share our plan to minimise any further disruption and ensure the children continue to feel settled and supported.

In putting these arrangements in place, our priority has been to provide familiar adults wherever possible and to avoid further daily changes to staffing. We have chosen teachers who already know the school, the routines, and in many cases the children themselves, so that the class can feel secure and confident during this period.

Today the class was taught by Mrs Wilford, one of our teachers currently on maternity leave. Tomorrow is PPA day, and the children will be taught by their usual PPA teachers. From 25th June to 3rd July, the class will be taught by Mrs Symmonds, a supply teacher we know well and who has previously provided longer-term cover in our school. For the final week of term, Mrs Wilford will return from maternity leave to teach the class. She has taught this year group before and knows the children well.

Thank you for your understanding and continued support. Please do get in touch if you have any questions or concerns.

Warm regards,

Mrs Sara Paine

Headteacher



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