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1<sup>st</sup> February 2019

Dear Parents and Carers,

We had been hoping that Miss Ramon would be beginning a phased return to work this week, following the surgery on her ankle. Whilst she is healing well her consultant has said her ankle is still far too vulnerable for her to risk being in the school environment. She has been signed off for a further 6 weeks and we feel it would be prudent to put plans in place to cover her teaching until Easter.

We thank Mrs Anderson and Mrs Murdoch for all their hard work supporting the children. Both of them have agreed to continue. However, Mrs Anderson has some previous commitments between now and half term so Mr Ball, who is well known to the school, will be covering 3R Monday to Wednesday in her absence.

We realise that this is not ideal for you and your children – and these are the steps we are taking to mitigate the impact on learning and well-being for all.

- Mrs Lewis, Mrs Woodward and Miss Wylie will be working with Mrs Murdoch and Mrs Anderson, alongside Mr Wanstall, to ensure consistency in learning and assessment
- We have been in to talk to all the children, to praise them for how well they have been doing, and explain to them what is happening.
- Some additional adult support will be provided throughout the week

Because we had anticipated that Miss Ramon would be back, we had also thought she would be able to meet with you on parents evening. We still believe that it would be best for you all to meet with her – but this will need to be at a later date. We will arrange this with you at the start of the summer term.

Instead of a formal meeting this term we will:

- Produce a written update for you on your child's progress and attainment
- Invite you in after school on Wednesday 13<sup>th</sup> February between 3.40 – 4.40pm to look at work with your children and talk to the senior team. *There is no need to make an appointment for this – and there will be no slots open on TUCASI booking.*

I am sure that you, like us, will want to wish Miss Ramon strength and patience as she works through her recovery, and in turn I thank you for your patience and understanding as we continue to work together to support your wonderful children.

Yours sincerely

Sarah Lewis & Anna Woodward

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