

5th November 2025

Dear Parents/Carers,

Welcome back to the second half of the Autumn Term.

I am writing to inform you of a temporary change in staffing within Orange Class. Unfortunately, Ms Shabani is currently off work due to medical circumstances and will remain on leave for the remainder of this term. We look forward to welcoming her back in January.

During this time, Ms Thomas will be teaching the class. Some of you will have already met Ms Thomas during dismissal at the end of the day last term. She has been teaching the class in Ms Shabani's absence and has established positive relationships with the children, providing consistency in routines, teaching and learning.

Our priority remains to ensure a positive, supportive and engaging learning environment for the children in Orange class. The teaching team will continue to work closely together to maintain routines, uphold high expectations and maintain the positive relationships that have already been built with the children.

Please note, we will be in touch in the coming weeks to reschedule the parent consultation meetings so that you are able to meet with Ms Thomas and discuss your child's progress.

Please speak to a member of the Senior Leadership Team, who are available at the beginning and end of each school day should you have any questions.

We thank you for your continued support.

Yours faithfully,

Ms Harmer