

Monday 23rd February 2009

Dear Parent/Carer,

I am writing to update you regarding Miss Ellis's absence. Unfortunately, we have just learnt that Miss Ellis will be absent until at least the end of this week. As stated previously our sympathies go out to Miss Ellis, and we wish her a speedy recovery. However, it is important to stress that we are ensuring those children in Year 2 are still receiving the high quality education they deserve. The children have begun their new Read Write Inc. Literacy groups and Numeracy groups today. We have also taken the decision that Mrs Coolbear will teach the Year 2 children for their topic based lessons. At these times she will be ably supported by Miss Beach and Mrs Spillet.

We feel that this is the best arrangement in the circumstances, as it will give consistency to the children. Being a full time Norwood School member of staff Mrs Coolbear is familiar with our routines. She will also be able to provide pastoral care and support. It is important to note that Mrs Coolbear is a qualified H.L.T.A. (Higher Level Teaching Assistant) and this type of role is within the expectations of her job description.

We will continue to monitor this situation, and update you when we have any further information. Thank you for your support and understanding. If you have any questions please make an appointment to meet me.

Yours sincerely,

D.Reynolds