



West Kirby Primary School

*Anglesey Road, West Kirby
Wirral, Merseyside CH48 5EQ
Headteacher: Mrs K Takashima*

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March 28th 2018

Dear Parents/ Carers of pupils in Class 2,

As you are aware, Mrs Green has been absent since just before February half term. I am writing to update you and let you know that she is not yet well enough to return to work.

Our Deputy Headteacher, Mrs Bailey, has been covering the class in the mornings with a supply teacher, Miss Makin, covering the afternoons. After the Easter holiday, Mrs Bailey will continue to take full responsibility for Class 2 along with her job-share partner, Mrs Sadler, who will teach the class every afternoon.

Today, we are sending out mid-year reports for each child in Class 2 with apologies that we have not been able to offer parent consultations this term. The reports were written by Mrs Green a few weeks ago. We did not send them out earlier as were hoping Mrs Green would be fit to return and to hold parent consultations during this half term. After reading the report, if you feel you need to discuss it with Mrs Bailey, please contact the school office to arrange an appointment.

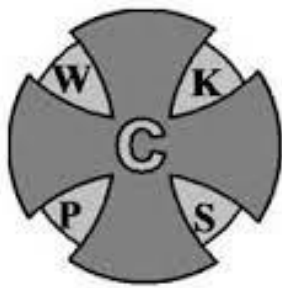
Mrs Bailey has already got to know the children in Class 2 well. They have made a smooth transition and are making good progress.

Please speak to me if you have any concerns.

Yours sincerely,

Mrs K Takashima
Headteacher





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