



West Kirby Primary School

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Dear Parents/ Carers of pupils in Class 3,

I am writing to update you as we juggle some unexpected mid -year changes...

Some of you may be aware that Mrs Green has been absent from school since half term. I would like to reassure you that it is not a recurrence of her illness last year, which many of you may be aware of, but she is not yet well enough to return to work.

Mrs Bailey has been teaching Class 2 for the past few weeks whilst Mrs Green has been absent. During this time, Mrs Sadler has been teaching Class 3 full time. After Easter, Mrs Sadler will revert to her part time position and will move to Class 2 to resume her job-share post with Mrs Bailey.

We are in the process of recruiting a full time class teacher to take over Class 3 for the summer term and hope to let you know who this will be tomorrow . Mrs Bailey and Mrs Sadler will hand over and brief the new member of staff before they begin- and will be close at hand to support as they all settle and adjust to the change.

Earlier today, Mrs Bailey, Mrs Sadler and I spoke to the class together to explain what would be happening. We know they will feel sad – please reassure them that they will have a new teacher after the holiday who will take care of them all.

Please understand that this is not what we would have planned for Class 3, but is the best short-term solution for the school as a whole under the circumstances. Please speak to me if you have any concerns.

Yours sincerely,

Mrs K Takashima
Headteacher

