

March 6<sup>th</sup> 2020

Dear Parents/ Carers of Pupils in Class 1/2,

As you may be aware, Mrs Boothman has been absent since just before February half term. I am writing to let you know that she is not yet well enough to return to work and has been signed off until the end of this term.

The class has been covered by two supply teachers known well to the school, Mrs Makin (Mon-Wed) and Mrs Merrin (Thurs-Fri) up until this week who have done a great job in keeping the daily routines going for the children. Unfortunately, they are not both available to continue working for us from next week.

We have now successfully recruited a supply teacher, Mrs Fleetwood, who will be able to work for us full time from Monday and continue until the end of term. She has been recommended to us by another local school and has a lot of experience in teaching Year 1 and year 2- including in a mixed age class. She has been in school this afternoon to meet with colleagues and prepare to start work on Monday. She also met with the class and we have explained to the children what is happening.

I am sure you would wish to join me in passing on our very best wishes to Mrs Boothman for a speedy recovery.

Yours sincerely,

Mrs K Takashima  
Headteacher