

Our Ref:
Your Ref:
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Date: Thursday, 14 March 2024



Education and Families

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Dear Parent/Carer,

PARENTS' NIGHT & CLASS TEACHER ARRANGEMENTS

I am writing to inform you that Mrs Moodycliffe has recently been given an appointment for planned surgery. I knew that this was a possibility but, both Mrs Moodycliffe and I were unaware of exactly when this would happen. Mrs Moodycliffe's surgery is planned for 21st March 2024.

This is obviously the same date as Parents' Night. Due to the short notice and the fact that not everyone will perhaps be able to accommodate a change, the plan for Mrs Moodycliffe's appointments will be as follows:

- Mrs Moodycliffe will **call** Parents/Carers on **Tuesday 19th March**.
- If you have made an appointment, the call will be placed **at the same time as you have previously arranged**.
- If you need to change your appointment, please contact the school office as soon as possible and we will try our best to accommodate this.
- If you cannot accommodate an appointment on Tuesday, please let us know and we can try to make an alternative at another time with a member of the school leadership team to discuss your child's progress.

CLASS TEACHER

Mrs Moodycliffe is likely to be absent from school for a period of recovery. Whilst we have no indication of exactly how long this will be for, I have made arrangements for Mrs Savage to cover the class on a full time basis. Mrs Savage will be working with Mrs Moodycliffe to plan for this and she will also take part in Team Teaching to ensure a smooth transition and consistency of Learning and Teaching for the children.

I am sure you will recognise that these circumstances are beyond my control, but I hope that you will be happy with the arrangements I have put in place. Every effort will be made to support the children with this change to their routine.

I hope that you will join me in wishing Mrs Moodycliffe our very best wishes for a successful operation and a speedy recovery (and return to school!)

With renewed good wishes,

Kris Thomas
Head Teacher



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