# Glazebury CE Primary School & Nursery G:\School Files\Logos\LDST Logo_blue.png

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**Headteacher: Mrs K Mowbray BA Hons M.Ed**

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16th April 2024

Dear Parents/Carers

**Staffing Update for Summer Term 1**

I hope this letter finds you and your families well. I am writing to inform you of a staffing update relating to our Class 2.

It is with regret that I have to inform you that our lovely Mrs. Tate will be absent from school for a period of at least two weeks. She is scheduled to have an operation and will require a much-needed recuperation period. Her absence will begin on the Thursday 24th April 2024.

Please rest assured that we have taken steps to minimise any impact on the children's education during this period. We have arranged for existing staff members, who are already known to the children, to cover Mrs. Tate's classes on Monday and Tuesday. This includes myself, as I will be undertaking both the teaching and overview of English and Science during this time.

To ensure continuity, a supply teacher will be in place from Wednesday to Friday of both weeks. We are working hard to secure the same supply teacher for this time, providing stability and familiarity for the children. We understand that Mrs. Tate's absence may raise questions or concerns, but please be assured that our main priority is to ensure the well-being and education of our children. We will continue to keep you updated regarding this matter.

Lastly, on behalf of all, I would like to take this opportunity to wish Mrs. Tate a speedy recovery. Our thoughts are with her during this time, and we look forward to her return to school when she is well.

Thank you for your continuing understanding and support.

Kind Regards,

Mrs K Mowbray

**Head Teacher**