

Friday 1st March 2024

Dear Parents and Carers,

Miss Clarke will be temporarily out of school due to medical reasons from Wednesday 6th March. Miss Clarke will be under going a medical procedure and we hope to have her back at school in Summer term, however this is dependent on her recovery, as we have a duty of care to ensure she is fit and well before she returns. We wish Miss Clarke well and a speedy recovery following her operation.

Mrs Sherbourne Lock will remain in Southgate Earth as the main key worker and will be supported by Mrs Goode, who will teach the class on the days that Mrs Sherbourne Lock does not work. We are confident that this short term change in staffing will not impact the pupils' learning as Mrs Goode is already familiar with the children and their learning, so the transition will be smooth for all involved.

Should you have any questions or concerns, please message Mrs Morrison or Mrs Sherbourne Lock, who will be able to answer any questions you may have.

Yours Sincerely,

Mrs Morrison

Deputy Headteacher