



*Whitley & Eggborough Community Primary School*  
*Head Teacher: Miss S Langridge*  
*Learning Lane, Whitley, Goole, DN14 0WE*  
*Tel: 01977 661247*  
*Chair of Governors: Ms E Ridley*

5<sup>th</sup> January 2019

Dear Parents and Carers of children in Willow and Sycamore Class,

I am writing to you in advance of the school term starting on Tuesday 8<sup>th</sup> January 2019 to inform you of an unavoidable and unfortunate change in teacher for at least the first half of the Spring Term. Unfortunately, Mrs Elmore will not be returning to work on Monday 7<sup>th</sup> January 2019. We are of course in communication with Mrs Elmore and are fully supporting a speedy recovery and return to work as soon as possible.

I am very aware that the children in Sycamore Class have had a very disruptive second half to the Autumn Term already and in order to reduce any further disruption, and following consultation with the Governing Body, we have made the decision to ask Mrs Coventry to take over the teaching in Sycamore on a more permanent basis. As you will be aware Mrs Coventry covered the class for some of the absence last term and is therefore familiar with the children in the class.

This will obviously create the need for a teacher for Willow Class. I am pleased to inform you that Miss Moughan, who has now very successfully completed her teaching practice in order to qualify as a teacher, has agreed to take on this role. Miss Moughan has been a valued member of the staff team for over a year and has previously taught many of the children in Willow class last year on a regular basis. Both classes will continue to be supported by experienced Teaching Assistants throughout the week.

Please be aware that the local authority are also aware of the circumstances and will be fully supporting myself and the school in ensuring that we deliver the best education and opportunities for your children.

I fully appreciate that situation and circumstances are not ideal for your individual children but our decisions have been made taking into account the needs of all the children.

Should you wish to discuss this situation further please do not hesitate to contact me on Monday or thereafter and I will arrange a suitably convenient time.

In the meantime I would like to wish you a Happy New Year and thank you for your cooperation in this matter.

Yours faithfully,

Miss Sarah Langridge  
Headteacher