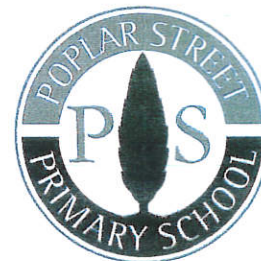


Poplar Street Primary School

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6th February 2018

Dear parent/carer,

You will already be aware that Mrs Herdan is currently absent from school due to significant illness. She is currently predicted to return to work later this month and, in the meantime, I have covered her absence with Mrs Khetab (Mrs K to the children!), a supply teacher we know well and with whom we have done much work prior to this period. She has done great work in Mrs Herdan's absence, alongside Miss Patel and our Y3 TAs Mrs Read and Mrs O'Donnell who have been amazing. The children have been very well supported during this difficult period and their work has remained of a high standard.

I am pleased to say that, when Mrs Herdan returns, Mrs Khetab has agreed to stay on up until Easter to support the children in continuing to make good progress; this is an extra teacher in this year group to help ensure that no child has fallen behind during this time.

You will by now have recognised that there are no parents' evening appointments available for your child at this time; this is because we were anticipating Mrs Herdan's return before now but this has been delayed due to further complications to her illness. Your child's appointments will now take place after the February holiday and I will be supporting them alongside the teacher. I have already met with a number of parents from this class and together we were reassured about the quality of work and the amount of progress, so it makes sense for me to meet with you all. More information will be sent out after the holiday.

I realise that, when there is a significant staff absence such as this it can give rise to you worrying about whether your child is being sufficiently well supported. Please rest assured, your child's progress and happiness in our school is my chief concern; I will continue to support the staff within your child's class to ensure that they are getting the very best that we can offer. Your patience during this most difficult time has been very welcome.

Please feel free to contact me if you have any further questions.

With kind regards,

A handwritten signature in black ink, appearing to read 'Iain Linsdell', written in a cursive style.

Iain Linsdell
Head teacher