



MERIDIAN COMMUNITY PRIMARY SCHOOL AND NURSERY

Learning for Life



Thursday 9th October

Mrs. Martin

Dear Parents and Carers

I am writing to let you know that due to personal circumstances, Mrs. Martin is currently signed off work until the end of this week.

In order to support Mrs. Martin, she will be on a phased return to work starting next week. This means that she will not be teaching her class full time until she feels ready to do so.

The week beginning Monday 13th October, Mrs. Martin will not be in school until Friday 17th October, when she will attend the Year 6 trip to London. She will be available after school on Tuesday 14th and Thursday 16th for Parents' Evening – please do make sure you have booked an appointment to meet with her. A supply teacher will be booked for Monday – Thursday to teach the children.

The week beginning Monday 20th October, Mrs. Martin will teach all day Monday 20th and all day Tuesday 21st. A supply will teach the class on Wednesday 22nd. Mrs. Martin will then return to teach on Thursday morning only and Friday morning only. We will confirm arrangements for the afternoons once a decision has been made.

We will try to secure the same supply teacher to support the children during this time. However, this might not be possible due to supply availability.

Mr. Barcock and Mrs. McGrath will continue to support the year group during this time.

I will write to you again before half-term to let you know the arrangements for term 2.

I am sure you will join me in wishing Mrs. Martin well and we look forward to her feeling able to fully return to work very soon.

If you have any questions, please do not hesitate to contact me.

Yours sincerely
Ms. Westcott
Headteacher

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