

17 September 2025

Dear Parent or Carer,

Teaching Arrangements - Flying Fish Class

It has been necessary to make a change to one of your child's class teachers. Mrs Jenkinson will continue to teach the class on Mondays, Tuesdays and Wednesdays. Sadly, due to a change in personal circumstances, Mrs Topping is unable to continue as your child's teacher on the other days.

To provide pupils with as much continuity as possible at short notice, I have arranged for Ms Philbin to teach the class on Thursdays and Fridays. Ms Philbin is an experienced teacher and has already started to get to know the children when she was covering the class at the end of last week. This arrangement will continue until half-term while we recruit a long-term teacher for the remainder of the year.

There will be an opportunity to meet Ms Philbin as part of the Meet the Teacher session tomorrow morning.

Yours sincerely,

Mr Metcalfe
Principal