

2nd September 2024

**Re: Mrs Ubor's absence on 5<sup>th</sup> and 6<sup>th</sup> September 2024**

Dear Parents and Carers,

I am writing to advise you that due to unforeseen circumstances, Mrs Ubor, the class teacher, will be absent from school for the first two days of the school year-Thursday 5<sup>th</sup> September and Friday 6<sup>th</sup> September 2024.

I understand that you might have concerns regarding this situation as this is the beginning of the school year and you might be worried about your child settling in. I would like to reassure you that we are confident that the children will receive high quality settling in during their first two days of year 2.

I will start the year with a Welcome Assembly for all the children on Thursday 5<sup>th</sup> September. The children are also very familiar with our EHA ways and environment.

Mrs Ubor set up the classroom and all the activities for those two days. The class will be run by **Mrs Rathour**, our experienced Year 2 teaching assistant, and **Ms West** who worked with the class last year and knows all the children very well. Both practitioners will deliver the programme of activities set up by Mrs Ubor. **Mrs Salik**, who is the phase lead for KS1 will oversee the activities.

Additionally, Ms Yarboye and Mrs. Demir will support children's wellbeing.

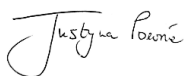
Please could you talk to your child about this unexpected but very temporary change and reassure them that this is only for two days and their teacher will be back on Monday 9<sup>th</sup> September. It always helps children to be prepared before they start on 5<sup>th</sup> September.

Mrs Ubor will run year 2 '**Meet the Team**' session as planned on **Monday 9<sup>th</sup> September** at 9am in the school hall.

If you have any questions, please do not hesitate to speak Mr Venn, the Deputy Head, or myself.

Thank you for your understanding and continued support.

Kind regards,



Justyna Powrie