

7th September 2026

Re: Teaching Arrangements for Year 5

Dear Parents and Carers,

I hope this letter finds you well. I am writing to inform you that Miss McKenzie is currently on a medical leave of absence due to an unforeseen health issue. Please be reassured that we have spoken to the class and have explained the current situation.

First and foremost, I would like to assure you that Miss McKenzie is currently in recovery and making steady progress. However, her doctors have advised her to continue her recovery and rest for an extended period. Unfortunately, this means that she will not be able to start her teaching duties until at least the 30th September and this will need to be reviewed by her doctors before we can confirm a return date.

While we understand that this news may come as a disappointment to both children and parents/carers who were expecting to be greeted by the lovely Miss McKenzie today, we are committed to ensuring a high-quality education and consistency during this period. To facilitate this, Miss Bailey, who has previously taught your children and already knows them, will be the class teacher. You will have an opportunity to meet with Miss Bailey at the 'Meet the Teacher' Coffee morning on **Tuesday 15th September 2026 at 9am**.

I wanted to share a message from Miss McKenzie, who was keen to communicate the following message...

Dear Parents and Carers,

I wanted to send a short message to let you know that I am currently absent from school due to a period of ill health and am taking some time away to focus on my recovery.

I am really disappointed that I will not be able to start the new school year with the children as planned, and I am very much looking forward to meeting them properly and getting to know them all when I am able to return. For now, I am focusing on my recovery and taking things one step at a time. Thank you for your understanding and support, and I hope to see you all when I am well enough to return.

Warm wishes,
Miss McKenzie

Should you have any further questions or concerns, please do not hesitate to reach out to the school office. We appreciate your ongoing support and understanding.

Yours Sincerely,



Stella Gannon

Headteacher