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Tuesday 4<sup>th</sup> October 2016

Dear Parents of children in Orange Class

**Re: Update regarding teaching arrangements for Orange Class**

I am writing to let you know that Mrs Susan Dinnis will be teaching Orange Class Wednesday, Thursday and Friday this week as Miss Quirk will not be in school. Mrs Dinnis is known to our school and is a confident and experienced teacher. Miss Quirk has left detailed planning and notes to ensure that there is no disruption to the children's learning journey throughout the remainder of the week.

Miss Quirk will be returning next Monday 10<sup>th</sup> October and is teaching Orange Class for the whole of the autumn term until Christmas. We are currently advertising for a permanent teacher for Orange Class and are hoping to receive suitable applications in order to interview before half term and appoint a teacher for January 2017. We will of course keep you as informed as possible throughout this process.

Thank you for your continued support as we all work together to ensure the very best teaching and learning for the children in our school.

Yours faithfully

Dawn Tilley  
Headteacher