



Striving together for excellence and enjoyment

17th December 2024

Dear Parents/Carers of children in Robins,

As you will be aware Robins were taught by a supply teacher yesterday, Mr. Mark Baker, as Miss Allen was visiting her new school.

All of our staff are entitled to leave for the following reasons;

- visiting their new school if they are about to move on (1 day)
- attending medical appointments for themselves or their family
- attending their child's nativity or other school events
- PPA
- leadership release time
- attending training linked to their role
- medical treatment - emergency and routine

All teachers are entitled to 10% of their teaching time as non contact time. This is time to complete some of their planning, preparation and assessment with the rest completed in their own time. Many of our teachers receive additional release time because they have other leadership roles in school. Miss Allen's non contact time is usually a Friday when Miss Bates teaches the class.

It is not always possible to notify parents in advance of unplanned absence, although teachers do generally let children know when they will be absent, if the absence is planned.

Yesterday we knew that Miss Allen was absent. Today she is unwell and we have needed to book a supply teacher. I am not sure what the situation is for the rest of the week, but I will keep you informed.

In January, Mrs. Marinho will be in class on Mondays and Tuesday mornings. Miss Dunham will teach the class for the rest of the week (Tuesday afternoons – Friday) Both Miss Dunham and Mrs. Marinho have been into school for transition and intend to hold a parent meeting in Week 3 to introduce themselves to you properly once they have got to know the children. Mrs. Woodward remains the Teaching Assistant for the class.

We are sorry for the disruption to the class which is beyond our control. I will keep you informed when I know about Miss Allen's return. We have more than enough school staff for the panto tomorrow to ensure adequate ratios and if Miss Allen remains unwell, we will move an existing member of school staff to join Robins for the trip. Multiple classes travel together on the same coach.

I know that the teaching team in Robins in January will be keen to establish routines for the class and bring stability to the class. I will support them in doing this, as I know you will too and I thank you in advance.

Kind regards
Mrs Magdeburg

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