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20<sup>th</sup> November 2018

Dear Parents/ Carers,

### Updates to staffing arrangements

I am writing to you with some important updates to our staffing arrangements.

Mrs Keenan will be taking some absence leave from school from 26<sup>th</sup> November to undergo medical treatment and planned surgery. We are hopeful that Mrs Keenan will be back for the start of the spring term; however there is a possibility that she may need some further time away from work. We will of course, keep you updated if this is the case. We wish Mrs Keenan all the very best for a speedy recovery and look forward to her return in the new year.

Supply teacher, Mr Christopher Cookson, will cover all music lessons whilst Mrs Keenan is absent. Mr Cookson has a huge amount of music teaching experience and has also taught music lessons at Avalon, on previous occasions when required.

Mrs Mollard will also be taking some absence leave from her role in the school office, due to a medical condition. At this point, the length of Mrs Mollard's absence is uncertain; however we will keep you informed in due course. If you have any queries or require support with administration items, please contact Mrs Rigby ([schooloffice@avalon-school.co.uk](mailto:schooloffice@avalon-school.co.uk)) or Mrs Evans ([annevans@avalon-school.co.uk](mailto:annevans@avalon-school.co.uk)) at the school office.

It is with deep regret that I also have to inform you that Mrs Farrelly has made the decision to resign from her post as teaching assistant at Avalon. Mrs Farrelly has worked at Avalon for 15 years and she will be hugely missed by staff, children and parents alike. Mrs Farrelly is taking a career break to spend more time with her young family and enjoy being a busy mum to her two children. We wish her all the best and look forward to welcoming her to many of our forthcoming events and to see staff, parents and children.

In the interim period, whilst we undertake a recruitment process, Mrs Julie Bache, Pre School practitioner, will be seconded to support the Reception class and assist Miss Hardy during morning sessions. Mrs Fleming will continue to support Reception class in the afternoons, when required and will continue to support Year 1 class as normal.

Yours sincerely,

Mrs J Callaway  
Headteacher