



# MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

30 April 2019

Dear Parents/Carers of Y3W

## **MRS WALLINGTON**

Following the continued absence of Mrs Wallington from work, we have taken measures to ensure the continuity of learning for children in her class.

### **Contingency Arrangements:**

We are very pleased that Miss Lee has been able to teach the class for the last two weeks. Miss Lee worked at the school for three years and was Head of Year 4 so we know she is an excellent teacher and has a good understanding of our expectations, routines and procedures. (The only reason Miss Lee does not hold a permanent teaching position with us any longer is due to her travel commitments around the world.) We know however that Miss Lee is skilled in classroom and behaviour management and will bring much to the curriculum and learning in her time teaching the class, should Mrs Wallington's absence continue longer term.

We are also pleased to introduce Miss Fovargue who will be available to teach the class up to half term. Miss Fovargue is another experienced teacher who has relocated to the area recently. She has experience of teaching across all age ranges and is highly commended. She enjoys spending time with friends and family, baking and travelling.

I will also be able to extend the hours for both Mrs Barnard and Miss Branson, both of whom know the children very well, and currently work part-time in the classroom. This will help to provide further continuity and support for all of the children.

### **Other Considerations:**

Although we do not know how long Mrs Wallington's period of absence will go on for, we will be planning for parent consultations in the meantime, to ensure parents have information about the progress their child is making and what the school is doing to support them. Miss Millar will be running these meetings with parents along with Mrs Barnard, who will be able to offer this information. A parent mail will follow shortly to enable appointments to be booked.

I will be making appointments to meet with families who have children with SEN, to conduct their reviews.

Both myself, Mrs Ward (Assistant Principal to 3/4) and Miss Millar (Head of Year) will continue to monitor the class, and ensure they continue to have high quality learning experiences and opportunities in Mrs Wallington's absence. I will be holding a review with those staff members concerned to closely monitor the learning of children in the class following the disruption this year, and ensure

measures are put in place for children who require additional support should they need it.

I am sure you will join me in welcoming both Miss Lee and Miss Fovargue to the teaching team.

If you have any further queries, please do not hesitate to contact me.

Yours sincerely

Tim Cox  
Vice Principal, Upper School