



NEW STREET, BRETFORTON  
EVESHAM  
WORCESTERSHIRE  
WR11 7JS

Telephone: 01386 830418  
Email: [office@bretforton.worcs.sch.uk](mailto:office@bretforton.worcs.sch.uk)

*'Learning at its heart'*

## Staffing in Dolphins Class

Wednesday 19<sup>th</sup> May 2021

Dear Parents/Carers of children in Dolphins' class,

As you will know, your child's class is currently taught by Mrs Howard on a Monday and Friday, and by Mrs Darby on Tuesdays, Wednesdays and Thursdays.

I need to let you know that Mrs Darby has to take a short leave of absence for a hospital procedure and as a result, she will be away from school for the period from Tuesday 25<sup>th</sup> May to Thursday 1<sup>st</sup> July. She will resume her duties on Tuesday 6<sup>th</sup> July.

To provide as much continuity and stability in the class for that period, Mrs Howard will be increasing her working commitment and also teaching on Tuesdays, starting on Tuesday 25<sup>th</sup> May. The Wednesdays and Thursdays will be covered by Miss Plumpton who your children will have the chance to meet in the next few days.

Please accept my apologies for the relatively short notice on this, however, events were beyond the control of the school and I have acted as quickly as possible to ensure as much continuity in the classroom as possible.

If you have any questions about these arrangements, please do not hesitate to contact me.

Warm regards,

Mr K. Riley  
Head of School

