Cottingley Village Primary School

Headteacher: Mrs Kirsty Hutchinson
CEO: Mr Duncan Jacques CBE

office@cottingleyvillageacademy.co.uk
www.cottingleyvillageacademy.org.uk

13th October 2026

Dear Parents and Carers,

I am writing to update you regarding the staffing arrangements for 3O and to share the plans we have put in place to ensure continuity for the children.

Firstly, I would like to thank you for your patience, understanding and support over the past few weeks while Mrs O'Malley has been absent from school. We know that changes in staffing can create uncertainty for children and families, and we appreciate your continued cooperation during this time.

Whilst we continue to liaise with Mrs O'Malley around her absence, we would like to advise you of the changes we have planned moving forward. As this situation is beyond the school's control, we have been carefully considering the best way to provide stability and consistency for the children over the coming weeks.

Many of you will know that Mrs Boote, who has been covering the class since the absence began, is a valued member of our existing teaching team and she is due to begin her maternity leave at October half term. Whilst this creates a further change for the children, we have worked hard to put arrangements in place that will make the transition as smooth as possible.

We are pleased to be able to welcome Mr Poulter, who worked with the children last academic year and who is already familiar with the school's routines, expectations and values. Over the coming weeks, the current and incoming teachers will work closely together to ensure a thorough handover.

This will include:

- Several days of team teaching within the classroom.
- Joint planning and preparation sessions.
- Regular discussions about the children's learning, progress and individual needs.
- Ongoing support from school leaders throughout the transition.

We hope these arrangements will help the children feel secure and familiar with the adults teaching them and will ensure that learning continues with as little disruption as possible.

To support this transition further, we would like to invite you to an **early parents' evening before the October half term break on Wednesday 21st October 12.50pm – 6.00pm.** This will provide an opportunity for you to meet both teachers together, hear about your child's progress and discuss any questions or concerns you may have. We believe that holding these meetings jointly will help provide a clear and consistent picture of your child's learning and ensure that both teachers have the opportunity to get to know families before the changeover takes place.

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Important Information – Parents' Evening Bookings

You will need to book an appointment through the Arbor Parent Portal or App. The Arbor booking system will 'go live' on **Wednesday 14th October at 6.00pm.** If you need them, instructions can be found on the Arbor Support Page for how to book your appointment. The booking system will close on **Wednesday 21st October at 10.00am.**

- Please ensure that only one parent or carer logs into the Arbor Parent Portal or App to make your booking.
- Separated parents/carers can book individual appointments if needed, please contact the school office for the second appointment booking.
- Please note that if you arrive late, your appointment may not be able to take place.

We fully understand that this has been an unsettled period for the class. Please be assured that the children's wellbeing, happiness and academic progress remain our highest priorities. Although these circumstances are not ones we would have chosen, we are confident that the plans we have put in place will provide the children with the continuity, care and high-quality teaching they deserve.

Thank you, as always, for your continued support and understanding. If you have any concerns, please do not hesitate to contact the school office and a member of the leadership team will be happy to speak with you.

Yours sincerely,

C. A. Hall

Caroline Hall
Deputy Headteacher