Cottingley Village Primary School

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Dear Parents and Carers,

I am writing to update you on an important matter affecting your child's class.

As you know Mrs O'Malley is currently absent from school. We recognise that any change to your child's usual routine can feel unsettling, and we want to keep you fully informed about how we are supporting your child during this time. As I hope you can understand, it is sometimes difficult to predict the length of anyone's absence.

We are lucky to have Mrs Boote in school who isn't assigned to a class and has been able to step into 3O and take over the teaching of the class. Mrs Boote capably taught Year 6 last year and has been a teacher at Cottingley Village Primary for 5 years. All planned learning activities are continuing as normal, and we are maintaining familiar routines and expectations to help pupils feel secure.

We will provide regular updates about Mrs O'Malley's return to school as soon as we have confirmed information to share. In the meantime, if you have any concerns about your child's wellbeing or learning, please do not hesitate to contact me or a member of the school leadership team.

We truly appreciate your understanding and support during this period. Working together, we can ensure that your child continues to thrive at Cottingley Village Primary School.

If you would like to discuss this further, please contact the school office to arrange a time to speak with me.

Yours sincerely

Kirsty Hutchinson
Headteacher