



Scole Church of England V.C. Primary School

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Head teacher: Mrs C. Vosper

29th September 2017

Dear Parents

I am writing to inform you that Mrs Vosper is still unable to return to school.

It is not possible to say how long Mrs Vosper will be absent but she will return as soon as she is able too. As this situation could continue for the rest of this term, the Governors have made changes to secure the smooth running of the school and to ensure that the education of our pupils and the well-being of our staff is supported.

Mrs Minns has agreed to be 'Acting Headteacher'. We are confident in her ability to run the school and she has the support of the staff and the Local Authority. She knows the school and is familiar with all that needs doing to enable the school to continue with its planned development. She has also been a member of the Governing Body for some time. The school will be in a safe pair of hands until Mrs Vosper can return. Mrs Minns will continue to teach class 4 but will have additional management time built in to her timetable in the afternoon. Initially this will be on Monday, Tuesday and Friday afternoons; Mrs Cork will cover class 4 on Tuesday and Monday and Friday is already covered. Mrs Munday will continue in a full time role until Mrs Vosper returns.

The Governors will monitor the situation regularly to ensure that the support in place is maintaining effective education of the pupils and supporting the well-being of all.

Staff will continue to ensure that the smooth running of the school is not disrupted but please support them in any way you can. You are already aware that Mrs Buck's workload has increased and that dinner monies and letters need to be handed in by the children to their class teacher on the appropriate days please. The office is likely to be closed on a Wednesday afternoon. A note to this effect will be placed on the office window.

Mrs Minns, as 'Acting Headteacher' is the person to contact if you need any questions answered regarding the day to day running of the school.

I am sure you will join with us to support the school at this time. If you have any concerns, please feel free to talk to myself, as Chair of Governors, or Mrs Minns.

Thank you for your support

Jason Mills
Chair of Governors.

