



**FAIRCHILDES  
ACADEMY  
COMMUNITY  
TRUST**



**Monks Orchard Primary School**  
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Executive Headteacher: Miss R. Sandell

Headteacher: Guy Fairbairn

Wednesday, 30 January 2019

Dear Parents/Carers of O'Keeffe Class,

As you know, Ms Hart is still unwell. Although we are expecting her back at work soon, we do not know exactly when she will return, or if she will be able to return to work full-time straight away.

We had been assured that Miss Chow would stay with O'Keeffe Class as long as she was needed, but I'm afraid she and her agency were unable to keep to that agreement. Because we have now been let down a number of times by agency supply staff, I am no longer willing to risk using them to cover O'Keeffe Class in Ms Hart's absence.

The senior team have discussed the situation at length; including with our Executive Headteacher, our Chair of Governors and the Chair of The Trust.

Year 3 is a small year group and we have decided to reorganise the children into two classes during Ms Hart's absence. To do this, we will split O'Keeffe Class and place the children, equally, in Rivera and Kahlo Classes.

We re-organised our Year 4 cohort in the same way, at the beginning of this term, and the arrangement is working well in that year group.

Mrs Deveci, Miss DeMelo and Miss Crowfoot will be looking at the classes, and talking to the children, over the next few days to decide on the best way of splitting them.

We believe that this is the best arrangement to ensure consistency for your children, until the situation with Ms Hart is resolved.

We are holding a meeting, to give you the chance to ask any questions you may have on:

**Wednesday, 6 February, at 17:00 in the School Hall.**

In the meantime, if you have any questions, please talk to one of the senior team on the gate at the beginning or end of the school day.

Thank you for your continuing patience.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Guy Fairbairn', with a long horizontal line extending to the right.

Guy Fairbairn  
Headteacher