



**FAIRCHILDES  
ACADEMY  
COMMUNITY  
TRUST**



**Monks Orchard Primary School**  
The Glade, Shirley, Croydon, CR0 7UF  
Tel: 020 8654 2570  
Email: [office@monksorchard.co.uk](mailto:office@monksorchard.co.uk)  
Website: [www.factrust.org/monksorchard](http://www.factrust.org/monksorchard)

Executive Headteacher: Miss R. Sandell

Headteacher: Guy Fairbairn

Wednesday, 6 February 2019

Dear Parents/Carers of Rivera and Kahlo Classes,

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. Unfortunately, we have been let down by a number of supply agencies and have not been able to secure a consistent, good teacher for O'Keeffe Class to cover her absence.

The senior team have had lengthy discussions, including with our Executive Headteacher, our Local Governing Body and the Chair of the Trust to find a solution to the situation.

Year 3 is a small year group, with small numbers of children in each class, so 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; filling up the vacant spaces in those two classes. Your children will not change class. They will stay in the same room, with the same teacher.

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

We believe that this is the best arrangement to ensure consistency both for O'Keeffe Class and the Year 3 cohort as a whole.

We are meeting with the parents of children in O'Keeffe class this evening to get their views on this change. If you have any questions, or would like to talk about the arrangements, please drop us an email or talk to one of the senior team on the gate.

Thank you for your continuing support.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Guy Fairbairn', written over a horizontal line.

Guy Fairbairn  
Headteacher