



Monday 12th January 2026

Dear Parents and Carers of Skylarks Class,

I am writing to inform you that Miss Millington, the Skylarks Class teacher, will be absent for the foreseeable future.

During this time, Skylarks Class will be taught by Miss Shafiq, a supply teacher. Miss Shafiq will be well supported by Miss Lynch, the class teaching assistant, as well as by the wider Year 3 team to ensure continuity and high-quality learning for the children.

We appreciate that changes to staffing can be unsettling, and we would like to thank you for your understanding and support at this time. Our priority is to ensure that the children continue to feel secure, supported, and able to make good progress.

Should the absence continue for a longer period, we may need to move the class assembly currently scheduled for 12th February. This would allow sufficient time for Miss Millington to rehearse the assembly with the class upon her return. We will, of course, keep you informed should this be necessary.

Thank you for your continued support.

Yours sincerely,

Mrs Holgate

Headteacher

Barden Primary School