



**Richmond Hill Primary Academy
Voluntary Academy**

Principal Mrs D Secker
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Dear Parents/Carers of Pupils in Y5R

Y5R TEMPORARY STAFFING ARRANGEMENTS

I would like to take this opportunity to let you know about the temporary staffing arrangements in Y5R.

Miss Russell has suffered a close family bereavement and will be absent after our return to school following the half term break. I'm sure you will join me in sending our condolences at this difficult time.

We are fortunate that we have excellent staffing resources in school and for the short term, until Miss Russell returns to school, we have put the following arrangements in place to cover this class:-

Ms Petch, who is experienced in Richmond Hill's practices and procedures will be taking Y5R after half term with the continued support of Miss Kaur, our Higher Level Teaching Assistant. The pupils in Y5R are familiar with Ms Petch, as she has been in school for the past month providing tuition for some pupils within the Y5R classroom.

Parents' Evening appointments will be re-scheduled when Miss Russell is back in school.

We are sure that these arrangements will ensure stability in Y5R and continued learning for your child.

Thank you for your support.

Yours sincerely

Debbie Secker
Principal

