Freethorpe Primary School

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Friday 11th September 2026

Dear Parents and Carers,

We wanted to write to you following a change to the staffing arrangements in Kingfisher Class.

Your child may have come home and mentioned that they have had a different teacher in class. We completely understand that another staffing change may feel unsettling, particularly for our children who value familiarity, routine and consistency. This is not something that we want for our learners, and we want to reassure you that we are doing everything we can to limit disruption and provide as much consistency as possible.

Due to circumstances outside of our control, Mrs Newton has had to reduce her working days with immediate effect. We appreciate that this is another change for Kingfisher Class and recognise that parents and carers may have questions or concerns. Please be assured that we are continuing to work hard to secure a permanent staffing solution and are currently in the process of recruiting a new teacher for Kingfisher Class.

In the meantime, the teaching arrangements will be as follows:

- **Mondays and Wednesdays:** Mr Smith will teach Kingfisher Class.
- **Tuesdays, Thursdays and Fridays:** Mrs Newton will teach Kingfisher Class.
- Every day: Mrs Murphy will continue to provide full-time support within Kingfisher Class.

A comprehensive handover has taken place with Mr Smith to ensure that he is fully informed about the children, their learning and the routines within Kingfisher Class. Mrs Murphy will also continue to provide an important element of consistency for the children. She has already developed some lovely relationships with the class during her short time with them, and we are very grateful for the care and support she continues to provide.

We recognise that consistency is particularly important for your children, and we are mindful of the impact that changes in staffing can have. Our priority is to minimise any further disruption while ensuring that the children continue to receive high-quality teaching, care and support each day.

We will keep you updated as soon as we have further information regarding the recruitment of a new teacher.

If you have any questions or concerns, please do not hesitate to contact either myself or Mrs Collier. We are very happy to speak with you and answer any questions you may have.

Thank you, as always, for your patience, understanding and continued support.

Kind regards,

Mrs Kathryn Andrews
Head of School and SENDCo

Mrs Sarah Collier
Head of School and Class Teacher