**Friday 15th November, 2019**

Dear Parent/Carers,

As you will be aware, Miss Spooner is currently on a period of long-term absence; I am sure that you, like us, wish her a speedy recovery. I am writing as I am aware that a few of you have had some concerns over the current situation and I wanted to allay these worries for you and share further information about the situation.

At the moment, we have no fixed date for Miss Spooner’s return – she could return next week or continue to be off for the considerable future. At the moment, Miss Pursglove is teaching the class and is doing a fantastic job in a difficult situation and we are hopeful that she will continue to do this job for as long as needed. If you do have any queries, please speak to her; if she is unsure of an answer, she will find out from somebody who does. Obviously, there are a vast number of things a teacher at Carrfield needs to know about systems and processes in school and it is impossible to share all of these immediately with a supply teacher! We are endeavouring to do this as quickly as we can and Miss Cooper and Miss Jackson are helping Miss Pursglove as much as possible to ensure routines are in place and that the children’s education remains strong despite the absence of their teacher.

One of the concerns that has been shared with us is around reading and books. The children are taught reading every day with at least two focus sessions with adults every week. Reading in school is not recorded in the home reading diary but you should see your child regularly changing their book – this has not happened as frequently as it should have due to the number of teachers in the class so far but Miss Pursglove has rectified this during this week now that she has settled in. Phonics – which directly impacts on children’s reading – also takes place every day.

Obviously, the situation is not ideal; school share your frustrations and we are working hard to ensure everything that should be in place is happening. Please bear with us and share any further concerns with us through the usual channels.

Yours sincerely,



Mr. A. Morton (Vice Principal)

**Friday 15th November, 2019**

Dear Parent/Carers,

In recent days, it has become clear that we have an inconsistent approach to recording Foundation Stage and Year 1 children’s reading in school in their reading record books.

Children in Foundation Stage and Year 1 read every single day as part of their class timetable. During the week, all children will get at least two days of focused reading time with an adult. Every day, children also take part in their Phonics lesson which is an important aspect of being able to read as well.

After discussions between ourselves and the other teachers in these classes, we have decided that school reading will no longer be recorded in the children’s reading records; these will be specifically used for home reading instead. The class teachers will keep a file that records all reading that children complete in school.

We did not want you think that reading is no longer happening in school; it will just no longer be recorded in the reading record. Reading remains a key priority in school. If you have any questions, please speak to either of us and we will happy to help.

Yours sincerely,

Mr. A. Morton Miss A. Cooper

(Vice Principal) (Foundation Stage Class Teacher)