



February 2019

Dear Parents/Carers

### **Re: Member of Staff Absence**

I am writing to you as you have a child in a class that is taught by Mr Neville, our Head of English.

Unfortunately, due to unforeseen personal reasons, Mr Neville is currently absent from school and this is likely to be the case for an extended period of time.

We have reacted immediately to this situation and are thankful to have secured the services of a very experienced and effective English teacher to teach Mr Neville's classes during his absence. Equally, Mr Green, who is Mr Neville's second in department, will be leading the English faculty during this period of time. Again, we are very fortunate to be in this position.

You will obviously be concerned about continuity and quality of teaching during this period and I can assure you that this is also at the forefront of our minds, particularly for our Year 11 pupils as they approach their exams. Mr Neville's classes will continue to be ably taught and Mr Green will be monitoring their progress closely. I would also encourage all Year 11 pupils, whether in Mr Neville's classes or not, to attend the Year 11 English intervention classes.

Thank you for your understanding and support.

Yours sincerely

Mr Chris Southall  
Principal

