



Joy Lane Primary School

A Love of Learning, for Life, for All

Monday 2nd November 2020

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Dear Parents and Carers of Potter Class,

Change of Teaching Personnel

I am writing to inform you that unfortunately, Mrs Willis has had to have sudden emergency surgery and will not be returning to school for at least, the rest of this term. I am sure that you will join me in wishing her a very speedy recovery and we look forward to seeing her back in school, with the children very soon. I will of course, keep you updated of the situation with her recovery.

During Mrs Willis' absence, our very own Mrs Moorfield will be teaching Potter Class full-time from Tuesday lunchtime. Mrs Moorfield is a very experienced teacher and is very much looking forward to teaching and caring for your children. In the first instance you will all have the opportunity to meet Mrs Moorfield tomorrow afternoon when you collect your child from School and of course, communicate with her via Class Dojo.

Please reassure your child that Mrs Willis is being well cared for and that she is looking forward to seeing the children as soon as she is able.

Thank you for your kind attention in this matter.

Yours sincerely,

DJ Hines

Debra Hines