



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 Dali Class,

Temporary change of Staff Personnel

I am writing to inform you of a temporary change of staff in Dali Class. Mrs Moorfield will be teaching Potter Class from tomorrow due to their Class Teacher needing emergency surgery. I have had to make a plan at very short notice taking into account all relevant risk assessments.

As you will appreciate, this is not an ideal situation for the children but I am pleased to say that Mrs Bowler, who is well known to the children, will be supporting Dali Class with Miss Blades.

Mrs Moorfield will return to Dali Class once the Potter Class Teacher has fully recovered from her surgery.

Thank you in advance for your understanding during these ongoing challenging times.

Yours sincerely,

DJ Hines

Debra Hines