



# St. Jérôme Church of England Bilingual Primary School

Executive Headteacher: Revd. Daniel Norris MBA NPQH

Head of School: Mrs. Elizabeth Walton BA (Hons) PGCE

120 – 138 Station Road Harrow Middlesex HA1 2DJ

[www.stjeromebilingual.org](http://www.stjeromebilingual.org)

Tel: 020 3019 6363 e-mail: [office@stjeromebilingual.org](mailto:office@stjeromebilingual.org)



To: Parents / Carers

Carlile Class – Year 3

Monday, 3<sup>rd</sup> February 2020

Dear Parents / Carers,

## Staffing Arrangements Carlile Class

I am writing to inform you that Mrs. Clarke will shortly begin a period of absence due to the need for a medical procedure. We anticipate that she will be absent for a period of 6 weeks, including the half term holiday, from Wednesday 5<sup>th</sup> February.

In preparation for this, I am delighted to advise you that the school has appointed Mrs. Ishaque to work with Carlile class during Mrs. Clarke's absence. Mrs. Ishaque is an experienced teacher, who is very familiar with the school as she has supported us in other year groups at various points during the past year.

Mrs. Ishaque and Mrs. Clarke have completed a formal handover and Mrs. Ishaque has already spent some time with the children. Mrs. Clarke will continue to be involved with the curriculum planning and the Senior Leaders will fully support Mrs. Ishaque during this period. Should you have any questions please do not hesitate to contact us in the usual way.

Yours sincerely,

Revd. Daniel Norris  
Executive Headteacher