



Fleming Field, Shotton Colliery, Durham. DH6 2JQ

Tele/Fax: 0191 5261531 Email: office@ourladyoflourdesdurham.org Website: <http://www.ourladyoflourdes.durham.sch.uk/> Headteacher:
Mrs. L. Ashton

Thursday 2nd November 2023

Dear Parent/Carer,

Change to Year 4 Class Teacher from January 2024

I am writing to share with you some information regarding changes to your child's class teacher from January 2024.

Mr McPhail will be taking a leave of absence from January 2024-August 2024. He will then be returning to Our Lady of Lourdes school in September 2024 as a class teacher.

We are currently in the process of recruiting a classroom teacher to replace Mr McPhail and to work with our Year 4 children from January until the end of the school year. Once the successful candidate has been appointed for the position, we will ensure a thorough handover from Mr McPhail to guarantee the smoothest possible transition for our children.

We have high expectations of all staff who work at Our Lady of Lourdes and are certain that the new teacher, who will be appointed on a fixed term contract until the end of the year, will have much to offer and be a welcomed addition to our staff team.

Whilst we appreciate that this may come as a surprise to yourselves and your children, you can be reassured that Mr McPhail will be returning to our staff team in September 2024.

As always, we appreciate your ongoing support.

Yours sincerely,

Mrs Ashton

Executive Headteacher