



9 December 2025

Dear Parents and Carers of Ladybird Class,

**Update on Class Teacher Arrangements**

I am writing to inform you of temporary staffing arrangements for Ladybird Class.

Ms Robertson, who teaches Ladybird Class on Monday, Tuesday and Wednesday, is currently unwell and unable to be in school. We have arranged for Miss Yorke to cover these days during Ms Robertson's absence. Miss Yorke is a supply teacher who is known to the school and familiar to the children, which will help to maintain consistency and continuity for the class.

This arrangement will remain in place until we break up for the Christmas holidays. The children will continue to follow their usual timetable and routines. Ms Robertson's planning and resources will continue to be used, and the wider Ladybirds team will be on hand to support Miss Yorke and the children throughout this period.

We are committed to ensuring that the children's learning continues smoothly during this time. If you have any questions or concerns about these arrangements, please do not hesitate to contact Mrs Honeybone our Early Years Lead.

We wish Ms Robertson a speedy recovery and will keep you informed of any further developments.

Yours sincerely,

Claire Cook  
Headteacher  
Coombe Hill Infant School

**Safeguarding is Everyone's Responsibility**

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