



HIGHWOOD PRIMARY SCHOOL - ' Always aiming HIGHER''

Loves Green,

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11th May 2026

Subject: Staffing Update

Dear Parents/Carers,

We are writing to inform you that one of our valued members of support staff, Miss Sarta, is beginning a period of medical treatment tomorrow and will be absent from work for at least six months. Our thoughts and prayers are with her during this difficult time, and we know you will join us in wishing her a full and speedy recovery.

We recognise that this is the third member of staff to be absent due to illness within the past year. Unfortunately, these circumstances are beyond our control, but please be assured that we are doing everything we can to minimise disruption to the children's learning and wellbeing.

We are pleased to inform you that a new member of staff will be joining us next week. Unfortunately, they were unable to start this week due to prior commitments, but we look forward to welcoming them to the team shortly.

This has been an extremely challenging year for our staff, and we would like to take this opportunity to thank you for your continued understanding, patience, and support. We greatly appreciate the cooperation you have shown as we have endeavoured to make suitable arrangements to ensure continuity for the children.

If you have any questions or concerns, please do not hesitate to contact the school.

Thank you once again for your ongoing support.

Yours sincerely

A.M. Lipski

Mrs. Lipski

Head of School