

Wednesday 25th March 2026

Dear Parents/Carers,

**Re: Oak Tree Class**

I am writing to inform you that Mr Carroll will be taking some time for paternity leave at the end of this week, and would therefore like to share the arrangements for the children in Oak Tree class until his return on Monday 11th May.

From Monday 13th April, Ms Bywater will continue to teach the class each morning including Monday and Friday, Miss Lam will teach the children on Monday and Friday afternoons.

I am sure Mr Carroll will be greatly missed during his absence. However, we are confident that the excellent teaching the children have received from him, and will continue to receive from Ms Bywater and Miss Lam, alongside the consistency of familiar adults in Oak Tree class, will ensure the children are well prepared to approach their SATs with confidence.

I would also like to take this opportunity to thank you for your continued understanding and support throughout this academic year.

I am sure you will join me in wishing Mr Carroll well at this special time. If you have any questions regarding these arrangements, please do not hesitate to make an appointment with a member of our leadership team.

Yours sincerely,



Miss M Holder