Earls Colne PRIMARY SCHOOL AND NURSERY

9th November 2026

Dear Parents and Carers,

I am writing to let you know about a change to the teaching arrangements in Zebras class.

Unfortunately, due to Mrs Hammond's absence, I have had to step away from my teaching days in Zebras and return to working full-time in the school office. This is necessary to ensure that the office continues to be fully staffed and that I can fulfil my responsibilities across the whole school during this time.

We appreciate that changes in staffing can sometimes be unsettling for children and families. We have therefore given careful consideration to the arrangements to ensure as much consistency and continuity as possible for the children.

Moving forward, Mrs Downer will teach Zebras from Wednesday to Friday, with Mrs Oldaker teaching on Mondays and Tuesdays.

Mrs Oldaker is our Key Stage 1 Phase Leader and is very familiar with Zebras. Over the past few years, she has spent a considerable amount of time teaching the class and has an excellent understanding of the children, as well as the curriculum. We are confident that this experience will help ensure a smooth transition and continued high-quality teaching and learning.

I am sorry for the disruption that this change may cause and would like to thank you for your understanding and continued support. We firmly believe that these arrangements are the right decision for the school as a whole and, most importantly, will ensure that the children in Zebras continue to receive the care, support and consistency they deserve.

Thank you, as always, for your understanding.

Kind regards,

Neil Woodcock
Deputy Headteacher

Headteacher | Jakki Hammond
Park Lane | Earls Colne | Colchester | Essex CO6 2RH
T 01787 222205 | F 01787 222010
E ecps@earlscolne.essex.sch.uk
www.earlscolneprimaryschoolandnursery.co.uk