

Long-term Substitute Introduction

Dear Families,

I hope this email finds you well. My name is [Teacher Name], and I will be serving as your child's substitute teacher for an extended period while [regular teacher's name] is [away/on leave]. I wanted to reach out personally to introduce myself and outline my plans for maintaining educational continuity.

I bring [number] years of teaching experience in [relevant areas] and am fully committed to upholding the high standards and positive classroom environment your child is accustomed to. I have been working closely with [regular teacher's name] to understand the curriculum, classroom routines, and individual student needs.

During my time with your class, I will continue following the established lesson plans while bringing my own expertise and enthusiasm to the learning experience. I believe in maintaining consistency while also introducing fresh perspectives that can enhance your child's education.

I understand that having a substitute teacher for an extended time may raise questions or concerns. Please feel free to contact me at [email] or [phone] to discuss anything related to your child's experience in our classroom.

I'm looking forward to working with your child and being a positive part of their educational journey during this time.

Best regards,

[Teacher Name]

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