

EXECUTIVE HEADTEACHER:

**Ms Helen Comfort**

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

**Mrs Rachel Hindle**

(B.A.Hons, PGCE, M.A.Ed)



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*'For Learning That Lasts A Lifetime'*

3<sup>rd</sup> November 2022

Dear Parent/Carers of Class R

Unfortunately, Miss Owen is unwell and won't be in class today.

Mrs Sarah Morris, supported by our school Teaching Assistants, will be teaching the class following Miss Owen's plans. If Miss Owen continues to be unwell tomorrow we will try to arrange a supply teacher and will let you know as soon as possible.

Thank you for your understanding.

Yours sincerely

**Rachel Hindle**

**Head of School**

