

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

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'For Learning That Lasts A Lifetime'

22nd November 2022

Dear Parent/Carers of Class 6,

I am writing to inform you that Miss Brett has not been in class today. She has been at school but has been out of class because Mrs Hindle is absent from work due to being unwell and I am also not at St Margaret's CP because Tuesday is one of my days at St Mary's CEP, Dover.

Mr Kevin Tiernan taught the class today with Mrs Saynor supporting as per her timetable. Mr Tiernan has followed Miss Brett's planning and she has been available to the children should they have needed her.

Miss Brett will be back in Class 6 tomorrow.

Thank you for your understanding with this matter.

Yours sincerely

Helen Comfort

Executive Headteacher

