

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'*

25<sup>th</sup> November 2022

Dear Parent/Carers of Class 5,

I am writing to inform you that Mr Oliver will not be in class today. He will be at school but will be out of class because Mrs Hindle is absent from work due to being unwell. I am at St Margaret's CP this morning but will be heading over to St Mary's CEP this afternoon.

Emily Grosvenor, a Supply Teacher, will teach the class today with Mrs Hollowday supporting as per her timetable. Miss Grosvenor will follow Mr Oliver's planning and he will be available to the children should they need him.

Thank you for your understanding with this matter.

Yours sincerely

**Helen Comfort**

**Executive Headteacher**

