

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'

18th January 2023

Dear Parent/Carers of Class 6,

I am writing to inform you that Miss Brett is not in class today.

Lynn Faber, an experienced supply teacher who has worked at St. Margaret's before, will teach the class today following Miss Brett's planning.

Miss Brett is at school this morning so will be available to the children should they need her.

Thank you for your understanding with this matter.

Yours sincerely

Rachel Hindle

Head of School

