

EXECUTIVE HEADTEACHER:

**Ms Helen Comfort**

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

**Mrs Rachel Hindle**

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



St. Margaret's-at-Cliffe

Dover, Kent, CT15 6SS

Telephone: (01304) 852639

Fax: (01304) 853671

e-mail: [secretary@st-margarets-dover.kent.sch.uk](mailto:secretary@st-margarets-dover.kent.sch.uk)

[www.stmargaretsprimary.co.uk](http://www.stmargaretsprimary.co.uk)

St. Margaret's-at-Cliffe Primary School on Facebook

@stmargaretscp on Twitter

*'For Learning That Lasts A Lifetime'*

29<sup>th</sup> November 2023

Dear Parent/Carers of Class R,

I am writing to inform you that Miss Owen is unwell and will not be in school today.

Caroline Harrop, a supply teacher, will teach the class following Miss Owen's planning with Mrs Morris supporting as per her timetable.

Thank you for your understanding with this matter.

Yours sincerely

A handwritten signature in black ink that reads 'RHindle'.

**Mrs R Hindle**

**Head of School**

