

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'

5th December 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.

Ann Evans, an experienced supply teacher who has worked at St. Margaret's before, 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

Mrs R Hindle

Head of School

