

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'*

6<sup>th</sup> December 2023

Dear Parent/Carers of Class R,

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

Ann Evans, a supply teacher, will teach the class again today 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**

