

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'

6th December 2023

Dear Parent/Carers of Class 4,

I am writing to inform you that Mrs Byatt will not be in class today. She will be at school so will be available to the children should they need her.

Caroline Harrop, a supply teacher who has worked at St. Margaret's before, will teach the class following Mrs Byatt's planning with Miss Harkins supporting as per her timetable.

Thank you for your understanding with this matter.

Yours sincerely

Mrs R Hindle

Head of School

