

HEADTEACHER:  
**Ms Helen Comfort**  
(B.A.Ed.Hons, NPQH)



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*'For Learning That Lasts A Lifetime'*

6<sup>th</sup> October 2015

Dear Parent/Carers of Class 4,

I would like to inform you that Mr Oliver will be out of class next week to accompany Year 5 on their residential trip to Swattenden. I have, therefore, secured Mrs Sian Lloyd to cover the class for this week. Mrs Lloyd does, of course, know your children well and is looking forward to seeing them all again. She will follow Mr Oliver's lesson plans.

Should you or your child have any questions, concerns or comments please don't hesitate to share them with me or Mr Oliver.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Helen Comfort'.

**H Comfort**  
**Headteacher**

