

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)

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*'For Learning That Lasts A Lifetime'*

7<sup>th</sup> March 2022

Dear Parent/Carers of Class 3,

Mrs Wallis continues to be absent from work; the cover arrangements put in place last week remain.

I am afraid that Parent/Carer consultation meetings scheduled for today will need to be postponed. We will aim to undertake these next Monday (14<sup>th</sup> March) with the times which have already been given to you. I will let you know if this is not possible, equally if you are not able to make that day please let the school office know. Appointments scheduled for Wednesday 16<sup>th</sup> March should run as planned.

Yours sincerely

**Helen Comfort**

**Executive Headteacher**

