

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'*

10<sup>th</sup> March 2022

Dear Parent/Carers of Class R

Unfortunately, Mrs Collins is absent from school.

Ms Caroline Woodward, supported by Miss Olivia Marsh (student teacher), will be teaching the class, following the class teacher's plans, as it has not been possible to source a supply teacher this morning. Mrs Maria Sturrock will be in class as usual Monday, 14<sup>th</sup> March and I am currently awaiting a call back to see if she is also available on the following Tuesday, 15<sup>th</sup> March.

I would like to advise those parents/carers who saw Mrs Collins yesterday evening, although feeling perfectly well when she met with you, as part of our continuing twice-weekly lateral flow testing across the school, Mrs Collins has this morning tested positive for Covid-19. We want to make you aware of this as you were in close contact with Mrs Collins even though it was for only ten minutes.

Thank you for your understanding.

Yours sincerely

**Rachel Hindle**

**Head of School**

