

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'*

30<sup>th</sup> November 2022

Dear Parent/Carers of Class 6,

I am writing to inform you that Miss Brett will not be in class today. She will be at school but will be out of class as Mrs Hindle continues to be absent from work due to being unwell. I am at St Margaret's CP this morning but will not be in school this afternoon.

Kevin Tiernan, the supply teacher who taught the class last week, will teach the class again today with Mrs Saynor supporting as per her timetable. Mr Tiernan will follow Miss Brett's planning and she will be available to the children should they need her.

Thank you for your understanding with this matter.

Yours sincerely

**Helen Comfort**

**Executive Headteacher**

