

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

www.stmargaretsprimary.co.uk

St. Margaret's-at-Cliffe Primary School on Facebook

@stmargaretscp on Twitter

'For Learning That Lasts A Lifetime'

6th December 2022

Dear Parent/Carers of Class 5,

I am writing to inform you that Mr Oliver will not be in class today or on Thursday this week. He will be at school but will be out of class because Mrs Hindle continues to be absent from work due to being unwell.

Sharon Lee, a supply teacher, will teach the class today and on Thursday with Mrs Hollowday supporting as per her timetable. Mrs Lee will follow Mr Oliver's planning and he will be available to the children should they need him.

Thank you for your continued understanding with this matter.

Yours sincerely

Helen Comfort

Executive Headteacher

