

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'*

7<sup>th</sup> December 2022

Dear Parent/Carers of Class 6,

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

Oliver Mannion, supply teacher, will teach the class today and Sharon Lee, supply teacher, will teach the class on Friday. Mrs Saynor will support in class as per her timetable. Mr Mannion and Mrs Lee will follow Miss Brett's planning and she will be available to the children should they need her.

Thank you for your continued understanding with this matter.

Yours sincerely

**Helen Comfort**

**Executive Headteacher**

