

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'*

23<sup>rd</sup> January 2023

Dear Parent/Carers of Class 5,

I am writing to inform you that Mr Oliver is not in class this morning.

Lynn Faber, an experienced supply teacher who has worked at St. Margaret's before, will teach the class this morning following Mr Oliver's planning.

Thank you for your understanding with this matter.

Yours sincerely

**Rachel Hindle**  
**Head of School**

