

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](mailto:secretary@st-margarets-dover.kent.sch.uk)

[www.stmargaretsprimary.co.uk](http://www.stmargaretsprimary.co.uk)

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*'For Learning That Lasts A Lifetime'*

19<sup>th</sup> September 2023

Dear Parent/Carers of Class 4,

I am writing to inform you that Mrs Byatt will not be in class tomorrow.

Mrs Ann Evans, a supply teacher, will teach the class with Miss Harkins supporting as per her timetable. Mrs Evans will follow Mrs Byatt's planning.

Thank you for your understanding with this matter.

Yours sincerely

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

