

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'

24th November 2023

Dear Parent/Carers of Class 5,

I am writing to inform you that Mr Oliver will not be in class today. He will be at school so will be available to the children should they need him.

Caroline Harrop a supply teacher, will teach the class following Mr Oliver's planning with Mrs Hollowday supporting as per her timetable.

Thank you for your understanding with this matter.

Yours sincerely

Mrs R Hindle

Head of School

