

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'*

25<sup>th</sup> January 2024

Dear Parent/Carers of Class 3,

I am writing to inform you that Mr Ayers will not be in class today.

Mrs Caroline Harrop, a supply teacher who has worked at St. Margaret's before, will teach the class with Mrs Wagget supporting as per her timetable. Mrs Harrop will follow Mr Ayer's planning.

Thank you for your understanding with this matter.

Yours sincerely

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

