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22<sup>nd</sup> November 2016

Dear Parents/Carers,

**RE: Long Term Staff Absence**

I am writing to inform you that unfortunately Mrs Brew will shortly be undergoing an operation and will need to take an extended absence from school for post-operative recovery. Her last day in school prior to this will be on Wednesday 23<sup>rd</sup> November and she hopes to be back for the beginning of the spring term on 9<sup>th</sup> January; however, there is a possibility that further time may be required.

In order to make sure that the children's education continues as smoothly as possible, we have arranged the following:

On Mondays, Mrs McGregor will cover Mrs Brew's lessons. Mrs Bartle will cover all of Mrs Brew's lessons from Tuesday through to Friday.

As Mrs McGregor and Mrs Bartle have a good knowledge of the children throughout the school and are both Modern Foreign Language specialists, this will provide the best continuation of teaching and learning for the children. Mrs Brew has met with both staff this week to complete a thorough handover. Mrs Brew's extra-curricular clubs will also continue to run, as normal.

I am sure that you will join me in sending Mrs Brew our best wishes for a speedy recovery.

We will keep you updated if there are any further changes and as always, if you have any questions or concerns, please do not hesitate to contact us.

Yours sincerely

Mrs J Callaway  
Headteacher