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15th November 2019

Dear Parents/Carers,

RE: Staff Absence

I am writing to inform you that unfortunately Miss Tweed is expected to be absent from school for the next two weeks.

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

Miss C Rossiter will be joining us from TES supply, to teach Y1-6 science, Y3-4 RE and Y3-6 Geography, in Miss Tweed's absence. Miss Rossiter will also take on the role of Y4 Form Tutor on Fridays. Form Teacher arrangements will continue as normal from Monday to Thursday, led by Miss Fletcher.

I am sure that you will join me in sending Miss Tweed 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