



Headteacher: Mrs H Ward

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5<sup>th</sup> November 2019



Dear Parents/Carers

Unfortunately Mrs Ward will be absent from school this week and maybe longer due to her husband being cared for by the palliative team at a local hospital.

Over the coming months if you need to contact the school about any concerns or issues you may have please contact your child's class teacher in the first instance.

If this is not possible then please contact one of the Senior Leadership Team via the school office:

- Nursery and Foundation - Mrs Sumner
- Years 1 and 2 - Mrs Kilroy
- Years 3 and 4 - Mrs Norman
- Years 5 and 6 - Mrs Duchemin

We hope that you can work with the school during this difficult period.

Kind regards

Sarah Casling  
School Business Manager



Leadership & Management Standard