

Paper Copy Recipients

- Sample Student (Year 1, Samples)



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27 April 2023

Sample Parent

Sample Student (Year 1, Samples)

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Update on Teaching in Class 3

Dear Parents and Carers,

I know you are all aware that Mrs Marshall has been absent from school, and Miss Hayman and I have been leading in Y3 since the return from the Easter holidays. I wanted to update you and make you aware that Mrs Marshall will not be returning to work this academic year, due to illness. We are hoping she will be back with us in September and we hope she is feeling better soon!

With that, I wanted to update you that Miss Hayman and I will continue to lead the education of the pupils in Y3 for the remainder of the academic year. If you need to contact us about anything, please do via the school office.

Thank you for your continued support.

Kind regards,

Miss Henry