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Headteacher: Mr Joel Routledge B.Ed NPQH



Monday 23rd June

Dear Parents/Carers,

I am writing to let you know that Mrs Williams will be away from school from tomorrow as she is due to undergo a small medical procedure. The expected recovery period is typically a couple of weeks and we are hopeful that she will be able to return before the end of the school year.

In the meantime, Mr Clarke will be providing cover in Year Five. Mr Clarke has been working with us recently on a supply basis and is already familiar with the school and our Year Five team. He will be working closely with Mr Wright, Mrs Bradshaw and Mrs Wharton to ensure continuity and support for the children during Mrs Williams's absence.

To support a smooth transition, Mrs Williams will be spending this afternoon with Mr Clark to provide a thorough handover and ensure that he is fully up to date with the class routines and current learning.

We all look forward to welcoming Mrs Williams back soon and wish her a swift and smooth recovery. Thank you for your continued support.

Many thanks,

Mr Routledge

*J Routledge*