



16<sup>th</sup> September 2021

Dear Parents/Carers,

I am writing to inform you that I will not be in school next week due to having a medical procedure.

I understand this is unfortunate timing being that it is so early on in the term but as I am sure you appreciate this is beyond my control. Please be assured that Mrs Game, Miss Goody and Miss Robinson will be in class as usual to support the children and continue the settling-in process. Mrs Keeley, as a very experienced teacher and parent-governor of our school, will be stepping in to my shoes. She has already spent time in class so the children are familiar with her and she has already learnt lots of their names.

I'm sure that you will make Mrs Keeley feel welcome and trust that your children remain in very safe hands.

Thank you in advance for your understanding and support.

Kind regards

Mrs Thain.