



5th March 2020

Dear Parent/Carer

I am writing to let you know that Miss Cowell is currently absent and we are unsure of the date of her return. I would like to inform you that in her absence, Miss Wickam will continue to teach your child.

Please feel free to make contact with Miss Wickham during our open door policy between 8.30am - 8.40am each day.

We appreciate your understanding.

Yours sincerely

Mr C Hayes
Headteacher



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