



Park Grove
PRIMARY ACADEMY

4th June 2018

Dear parents of Class 4 children,

I am writing to inform you that Miss Thomas will be absent from school for a short time due to a bereavement of a close family member.

The class will be taught by Mrs Jean Grey as much as possible, along with other staff from within school. I would like to reassure you that the whole staff team are working together to make sure that the children do not miss out, and they are of course all very familiar with Mrs Grey, who has worked closely with Class 4 previously.

Our Assistant Head in charge of KS1, Mrs Natalie Martin is overseeing the planning and she will ensure that she has a presence in Class 4 throughout the absence. As always, I can assure you that we have your children's best interests at heart and that, as a whole team, we will pull together to make this period as smooth as we possibly can.

This is a difficult time for Miss Thomas and our thoughts are with her.

Please do not hesitate to get in touch with myself or any of the team if you have any questions or concerns.

Thank you for your support.

Yours sincerely,

Vicky Hearson

Acting Headteacher

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