



**ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.**

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**Headteacher:** Mrs T Lane

26<sup>th</sup> February 2018

Dear Parents,

I am writing to inform you that Miss Thomas is currently unwell and won't be in school for the next few weeks.

For the next 2 weeks, year 4 will be taught by Mrs Colby who is well known to the children and is an excellent teacher. During this time, I will be meeting with supply staff to find a temporary replacement for Miss Thomas should she still be unwell enough to return to work after the 2 week period.

I know you will give Mrs Colby and Mrs Smith, the class teaching assistant, your full support this half term. If you have any further questions, please contact me directly by making an appointment to see me via the school office.

Yours sincerely,

Mrs T Lane  
Headteacher