



ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.

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Headteacher: Mrs T Lane

22nd November 2017

Dear Parents,

I am writing to inform you that unfortunately Mrs Baig is currently off school due to illness. We all wish her well and hope for a speedy recovery.

In the meantime, Mrs Alexandre will be teaching the class and is following the planning and policies set by the school to ensure our children continue to receive the best teaching and learning opportunities. We are very pleased that Mrs Alexandre is joining the year 3 team and is fantastically supported and informed by Mrs Binjie and Mrs Pritchett who know our children very well.

Should you wish to speak with Mrs Alexandre with regard to your child at any point please make an appointment through the school office to see her. In order to maintain pupil safety, staff are unable to speak with parents at the start and end of the day whilst receiving or dismissing pupils. It is particularly important that parents respect this rule in the case of Mrs Alexandre as she is getting to know parents and ensuring all our children are handed over to their families safely. In an emergency, should you wish to pass on a message to Mrs Alexandre, please do so through the school office or wait until all the children have been safely dismissed before speaking with her.

Kind regards and many thanks for your continuing support,

Mrs T Lane
Headteacher