



PARKLANDS COMMUNITY PRIMARY SCHOOL

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Headteacher: Miss Alesa Henham B.Ed (Hons), NPQH

9th October 2015

Hawthorn Class

Dear Parents/Carers

Unfortunately, we have been advised that Mrs Raynsford will be off work up until Wednesday 21st October. To ensure consistency in teaching, Mr Ellis will continue to teach Hawthorn Class until this date.

Parent consultations will have to be postponed for 19th and 20th October. We apologise for any inconvenience this may cause. If you have urgent concerns or questions, please do not hesitate to contact Mr Thornton, Miss Flower or myself. We will inform you about re-arranged dates for these meetings as soon as possible.

We send our best wishes to Mrs Raynsford and we look forward to her return.

Thank you for your understanding.

Yours sincerely

Alesa Henham
Headteacher



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