

Simmondley Primary School

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Headteacher: Mrs D Greaves
Deputy Headteacher: Mrs G Ellison
Chair of Governors: Mr M Jolly
Website: www.simmondleyprimaryschool.com

20th March 2019

Dear Parents and Carers,

Staff Absence

This is just to inform you that Mrs Gerrard will be absent from school from Monday 1st April until Friday 12th April due to her being called for Jury Service. To ensure that the children have continuity with their learning I am pleased to say that Mrs Lawrence, who is an experienced Early Years Teacher will be covering this 2 week absence. However, due to a prior commitment she is unable to start until Wednesday, 3rd April so Mrs Worrall who is known to all the children will be in the class on Monday & Tuesday 1st & 2nd April.

Mrs Gerrard will be meeting with Mrs Lawrence this week to discuss the work and also to meet the children. Mrs Edwards and Mrs Daly-Atkinson will remain in the class as normal.

All supply teachers have an induction mentor and are familiar with and are expected to follow school policies.

If you have any questions, then please do not hesitate to contact me.

Kind regards

Mrs Greaves