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17th September 2015

To the Parents/Carers of Tigers class:

Dear Parents/Carers,

I unfortunately have to write to inform you that Miss Case had a nasty accident yesterday which has left her with a broken leg and ankle. She is undergoing surgery today and will be off work recovering for a number of weeks.

Today, we have been working to ensure cover is in place so that the children in Tigers class and Miss Case's maths and reading sets are not disadvantaged in any way by her absence, so that our high standards are maintained.

I was hoping to be able to give you details of this within this letter, but I have not yet been able to contact the staff that I have in mind to cover parts of the day. As soon as a clear strategy is in place, I will let you know immediately. We will be covering this week with our existing staff.

I am sure that you will all wish Miss Case well and I will update you when I have further news

Yours sincerely,

J Ashley-Jones
Acting Head Teacher



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