



LANCHESTER E.P. (Cont.) PRIMARY SCHOOL



Tuesday 6th November 2018

Dear Parents,

I am writing to inform you that unfortunately, Mrs Grayson is unwell at the moment and will not be in school for the foreseeable future.

Therefore I have organised for Mr Knighton and Mrs Grieve to be teaching the children for the next few weeks. Mr Knighton will teach the class on a Monday, Tuesday and Wednesday and Mrs Grieve will teach the class on a Thursday and Friday.

Obviously, the children are very familiar with both members of staff and it is the best solution for the class at this moment in time. Managing staff absences is always tricky but we always put the needs of the children at the forefront of our decisions.

If you have any questions at all about this arrangement, please do not hesitate to contact me.

Yours sincerely,

Mrs Jane Davis
Head Teacher