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Friday 19th January 2018

Dear Parents and carers,

I wanted to let you know that Mrs Williams, our Inclusion manager, will be on long term sick leave for the rest of this academic year. She underwent surgery at the end of last term and will be undergoing follow up treatment over the coming months. I'm sure you will join me in wishing her a speedy recovery.

Mrs Mavin will be taking on the role of Inclusion manager during this period. She will now be the main point of contact for issues relating to SEN pupils.

Many thanks,

A handwritten signature in black ink, appearing to read 'G. Ward', is enclosed in a light grey rectangular box.

Mr Ward.

