

# Paper Copy Recipients

- Sample Student (Year 1, Samples)

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19 September 2021

Sample Parent

Sample Student (Year 1, Samples)

## **For the parents of Willow Class**

Dear parents & carers,

Firstly apologies for sending this email to the whole year group. Our IT issues have resulted in some of our systems not rolling over to the new year yet. This is in the process of being sorted out.

Unfortunately, Mrs Hunt is unwell and will not be in school for the next two weeks. Although confidentiality prevents me from sharing details with you, I can confirm that this is NOT Covid related.

Willow Class will be taught by Mrs Barbour, with the entire Year 3 Team (Miss Frost, Mrs Blackwell and Miss Chatwin) working alongside Mrs Barbour to ensure that the children receive their usual lessons. The children will also have their usual PE, Music and RE lessons.

I am sure you will join me in wishing Mrs Hunt a speedy recovery and will refrain from contacting her while she is absent. Any queries should be directed to the Year 3 team in the first instance. In the unlikely event that you need further information, please feel free to email me.

Kind regards,

Vicki