

Mr Rohan Allen
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Dear parents/carers,

I hope that this letter finds you well.

As you know, our Parent Consultations are coming up in a couple of weeks and we want to make sure that the experience for you is helpful and relevant.

Unfortunately Lena, your child's teacher, is absent from school at the moment and we will be unable to offer you a parent consultation in this block of appointments. What we will offer, however, is that on Lena's return, we will organise some dates to meet with her to talk about your child's development and progress.

Also, to reassure you, we have organised staff in-house to continue working with your children in Lena's absence, leading them in the focus tasks and observing them in the provision. They will not have missed out on any opportunities during this time.

If you have any questions, you are welcome to speak to the front office.

Kind regards,

Rohan Allen

Head Teacher



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