

Simmondley Primary School

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Headteacher: Mrs D Greaves
Deputy Headteacher: Mrs G Ellison
Acting Chair of Governors: Mrs M Crosse
Website: www.simmondleyprimaryschool.com

Tuesday 5th November 2019

Dear Parents and Carers,

I am writing to let you know that unfortunately, Mrs Greaves is going to be off school for the foreseeable future due to having sustained a fractured shoulder over half term.

I am pleased to tell you that Mrs Ellison will be Acting Headteacher and Mrs Collyer will be Acting Deputy Headteacher during her absence. I am confident that our school is in safe hands until Mrs Greaves is able to return and that the Leadership Team are in touch with Mrs Greaves on a daily basis and continues to support the work towards the strategic aims and objectives of the school whilst she is absent.

Miss Davies, who is known to the school, will be covering Mrs Ellison's class during this time. I would like to reassure Silver Birch parents that the children will be following the curriculum planning for the rest of this term as set and overseen by Mrs Ellison and the staff team who work in Silver Birch Class, so as to ensure consistency and continuity for our children.

I am sure you will join me in wishing Mrs Greaves a speedy recovery.

If you have any questions or concerns, you are most welcome to make an appointment to speak to Mrs Ellison.

Kind regards

A handwritten signature in blue ink, appearing to read 'M Crosse', with a long, sweeping horizontal stroke extending to the right.

Mrs M Crosse
Acting Chair of Governors