

Olveston CEVC Primary School  
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*Lifelong learning, striving for excellence*

Tuesday 8<sup>th</sup> December 2009

Dear Parents/Carers of Year 2 children,

I am writing to inform you that Mrs Moore will be absent from school for the first few weeks of term 3. We are very fortunate to be able to employ Mrs Rowe to cover in Mrs Moore's absence. Mrs Rowe knows many of the children well and is looking forward to teaching the class from Monday 4<sup>th</sup> January.

Please do not hesitate to see Mrs Rowe in term 3 if you have any news to share or concerns regarding your child.

Kind regards,

Miss F. Bertham  
Head Teacher