



Kelvin Grove Primary School

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Tuesday 4th December 2018

Dear parents/carers or Emerald Class,

I am writing to inform you of the sad news that Mr Lord has had a bereavement in his family. He has made the difficult decision to travel to Australia to be with his family at this sad time. I would like you to know that the school staff will continue to take good care of the children in Emerald class in the absence of their teacher and have arranged for Ms. Wall to cover Mr Lord's teaching responsibilities.

Before he left, Mr Lord prepared a careful handover to Ms Wall so that the transition to the children's temporary teacher would be swift and smooth, and that your child's needs continue to be catered for. Ms Heron and Ms Hooper have been working hard to ensure that the children's learning and conduct has been unaffected.

We appreciate your help, support and understanding at this time and if you have any concerns please feel free to speak to Ms Heron or a member of the Senior Leadership team in school.

Yours sincerely,

Ian Hyde
Headteacher