



Through the light of God we grow

Manston St James Primary Academy

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Executive Principal: Mrs H Pratten
Headteacher: Mrs A Dunn

11th November 2019

Dear Parents and Carers,

I am writing to inform you that from 18th November I will be away from school to undergo medical treatment. I hope to be back in school to enjoy the Christmas festivities, near the end of term, but there is a possibility that I may not be back until after the Christmas break. I will be in close contact with school during my absence and I will keep you updated regarding my return.

Mrs Caygill-Boothroyd, Deputy Headteacher, will be taking over the day to day running of the school in my absence ably supported by our Assistant Headteachers Mrs Blackmore and Mr O'Dwyer.

Whilst I am hopeful that my absence will be brief I wanted to ensure you were aware that I will not be in school and the reason why. I remain fully committed to Manston St James Primary Academy and look forward to being back at school as soon as possible.

Yours sincerely,

Ashleigh Dunn
Headteacher

