



Moss Lane School
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Headteacher

Mrs Victoria Abbott, BEd Hons, NPQH

24th September 2018

Dear Parents and Carers,

I am writing to inform you that Mrs Abbott had a planned surgical procedure yesterday and the recuperation period will mean she is away from school for up to six weeks.

Miss Cox, as the deputy headteacher, will be taking on additional responsibilities during Mrs Abbot's absence but will remain as class teacher for Hedgehogs Class on Wednesday, Thursday and Friday, carrying out her Senior Leader and Inclusion Leader responsibilities as usual on Monday and Tuesday. Miss Betterton, the other Senior Leader, will also take on some additional duties during this period.

As Chair of the Governing Board I will be in school each Thursday morning to conduct School Tours for potential new families for September 2019 intake. I am also happy to meet with any parent who may have something they wish to discuss regarding their child at Moss Lane School. Please contact the school office to make an appointment for a Thursday morning if you do need to meet. Miss Cox or Miss Betterton will also be available, as usual, as are all class teachers, before and after school. Again, please contact the office to make an appointment if necessary.

The Governing Board have every confidence in the professional skills of all the staff to maintain a well-managed and effective school during this short period of absence. We will, of course, be available for any member of staff to contact us should they feel the need for any advice or support.

We wish Mrs Abbott a comfortable and straightforward period of recovery and look forward to her return in November.

With best wishes,

Elaine Joyce
Chair of Governors