

SWINDON VILLAGE PRIMARY SCHOOL

Church Road | Tel: 01242 690016
Swindon Village, Cheltenham | Fax: 01242 690017
Gloucestershire | Email: admin@swindonvillage.gloucs.sch.uk
GL51 9QP | Website: www.swindonvillage.co.uk



Head Teacher: Mr G Mills BA Hons (QTS), NPQH

13th October 2021

Dear Parents of Class 7

I am writing to give you an advance warning that Mr Grace will not be in school next Tuesday, Wednesday and Thursday and your child will be taught by Mrs Steed on Tuesday (Mr Grace's normal PPA day) and Lauren Thompson (supply teacher) on Wednesday and Thursday. As you are aware Friday is an INSET Day.

After half term, Mr Grace will be on paternity leave for 2 weeks and will return on Monday 15th November. I am pleased to be able to let you know that, for continuity, Lauren Thompson will continue to teach the class in his absence.

Parents' evenings scheduled for Tuesday and Thursday next week will take place on Tuesday 25th November and Thursday 27th November. The times will remain the same as those already booked for next week and will be transferred to the new dates.

Thank you for your understanding and hope this will cause minimal disruption.

Yours sincerely

Mr G Mills
Head Teacher