



SUTTON ST JAMES C.P. SCHOOL

Bells Drove, Sutton St James, Spalding, Lincs. PE12 0JG

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Headteacher: Miss Claire Willows



30th June 2017,

Dear Parents,

Unfortunately due to unforeseen circumstances, Miss Griffin has had to urgently return to her family home in another part of the country today and she will not be back before the summer holiday. Miss Griffin is very sad that she is going to miss the end of term and all of the fun activities that are planned.

The class will be covered by Mr Mooney, Miss Willows and Mrs Turner during Miss Griffin's absence. Miss Griffin will return to school after the summer.

End of year reports are completed and will be sent out as normal next Friday along with reports for the rest of the school. Optional Parent Evening appointments with Miss Griffin will be held either after the summer holidays or, if you prefer, a telephone consultation can be arranged with Miss Griffin.

Transition afternoons for the new Owls class for September will go ahead as normal with Mrs Turner teaching the children. It will be good for the children to become familiar with the classroom and also a member of staff that will be with them in September.

We realise that this is not ideal but I am sure that you will understand and agree that this is the best solution under the circumstances.

Yours sincerely

Miss C Willows
Headteacher