



Leppington, Birch Hill, Bracknell, RG12 7WW
Headteacher: Michael Dillon B Ed (Hons) MA

Friday, 27 January 2023

Dear Parents,

Mrs Russell Absence

I am writing to let you know that unfortunately Mrs Russell has had to have an emergency operation and will be off work for 6/8 weeks. In the short term Miss Bays will cover the class and I am working with supply agencies to organise permanent cover while she is off.

I am speaking to her husband, and have passed on our best wishes for a speedy recovery.

We have told the children today. As soon as I have more information I will let you know.

Yours sincerely,

A handwritten signature in black ink that reads 'Michael Dillon'. The signature is written in a cursive style with a large initial 'M'.

Michael Dillon
Headteacher