



Beechwood Primary School



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Dear Parent/Guardian

I am writing to inform you that Mrs Minter will be absent from school for an undefined period due to a serious illness. I am sure you will want to join us in sending Mrs Minter and her family our best wishes and thoughts during this difficult time.

I ask for your co-operation, understanding and patience in the forthcoming weeks but also want to reassure you that any concerns will be dealt with by my capable team.

Should you have any concerns with regard to your child, please speak to the class teacher.

Yours faithfully

Gordon Davies
Headteacher

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