



Longmeadow Primary School

Headteacher: Mrs Emily Howley

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10th January 2022

RE: Mrs Howley's Absence

Dear Families,

I am writing to let you know that I will be absent from school for 2 and a half weeks. I require some further surgery following my previous illness. I am hopeful that this is the last occasion I will need to be absent from school.

My surgery is on Sunday 16th January. I am required to isolate beforehand and so will be working from home on Thursday 13th January and Friday 14th January. For two weeks, from Monday 17th January to Friday 28th January, I will be absent from work to enable me to recover. I will return to school on Monday 31st January.

The Senior Leadership Team will be collectively leading the school during this time. Please do contact one of them, or the school office if you need anything. If you are not sure who to contact, please contact the school office and they will pass your enquiry onto the correct person.

Kind regards

Emily Howley
Headteacher