



# Longmeadow Primary School

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**Head: Mr James Berry**

**Deputy Headteacher: Miss Bronwyn Janes**

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Letter No: 02/2026

2<sup>nd</sup> September 2026

Dear Parents / Carers,

## **Staff Member Absent from School**

I am writing to let you know that Miss Passmore will be absent from school from **Tuesday 8<sup>th</sup> September until Friday 11<sup>th</sup> September** as she will be undergoing an operation.

We appreciate that the timing is not ideal so early in the new term. However, I would like to reassure you that arrangements have been made to ensure continuity for the children during her absence. The class will be supported by familiar members of staff, including **Mrs Jimo and Mrs Fry**, both of whom the children know well.

Our priority is to ensure that the children continue to feel safe, settled and well supported, and we are confident that the familiar adults covering the class will help to maintain routines and consistency.

The Year 6 meeting planned for the 8<sup>th</sup> of September will now be moved to the **15<sup>th</sup> of September at 5pm**. We apologise for any inconvenience.

We are sure you will join us in wishing Miss Passmore a successful operation and a speedy recovery.

Thank you for your understanding and support.

Kind regards,

Mr J Berry  
Headteacher