



**Headteacher:** Mrs Rachel Watts

**Assistant Headteacher:** Miss Jessica Hall / Mrs Polly Press

Copt Oak Road, Narborough,  
Leicestershire LE19 3EF

17<sup>th</sup> March 2026

Dear Parents and Carers,

I am writing to let you know that, due to unforeseen circumstances, I will be stepping out of my classroom role for 2 weeks to support the school in my capacity as Assistant Headteacher while Mrs Watts is absent.

Although I will not be teaching the class day-to-day, I will still be checking in regularly and working closely with the staff covering Year 5. If you have any questions or concerns during this time, please continue to contact the school office in the usual way and your message will be directed to the appropriate member of staff.

Thank you for your understanding and support.

Kind regards,

Jessica Hall



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