



Archbishop Courtenay
Church of England
Primary School

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Headteacher: Mrs S Heather
Chair of Governors: Mrs R Linn

23rd September 2020

Dear Parents and Carers

Following the Prime Minister's address yesterday and due to the current national situation, as a precaution we would encourage all parents to wear a face mask, particularly at the end of the school day when it is busier.

We request that, to protect all our parents and staff, that you do not enter into conversations with the Teachers. If you need to discuss any matters please either email (using the class email address on the class page of our website), or telephone the School Office; alternatively speak to myself, Mrs Bone or Mrs Gooding when we are on duty first thing in the morning and at the end of the day.

Many thanks for your co-operation in this matter

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S. Heather'.

Mrs S. Heather

Headteacher

