

4 November 2019

Dear Students

Year 12 English Language and Literature

As you will be aware, Ms Gee has been called away to Jury Service from the week beginning 4 November. Jury service is an obligation and we were informed that there are not any grounds to delay it for Ms Gee, although it has been made clear to the appropriate authorities that Ms Gee is responsible for a number of exam classes and that an absence of more than ten days would be very challenging for the school to deal with. In her absence, work will be set for two of the lessons she is unable to teach, and Mrs Townsend will teach the other two lessons.

If you have any questions, please do speak to Mrs Townsend or Ms Gee.

Yours faithfully

Ms R Gee
Director of English

Mrs M Townsend
Assistant Headteacher – KS5

cc: Parents/Carers of Students studying Year 12 English Language and Literature