



Heathfield School Ascot

February 2017

Dear Parent

I hope this letter finds you well and looking forward to spending half term with your daughter.

I am writing to you in the role of Teacher of Government & Politics rather than as Director of Studies. I have just heard I will be going into hospital on Thursday 16 February for a routine surgical procedure. Whilst I was aware that this operation would be taking place at some point, the date was only confirmed yesterday evening, hence my writing to you now. Although the operation takes place over half term I will not be back in school until Monday 27 February.

Consequently, I will be leaving work for my Government & Politics classes for that week which will include plenty of examination practice and guidance. I will issue each girl with her own pack and instructions this week before I go in order that everyone is completely clear on what my expectations are for completion. My colleagues Mr Hart and Mr S Mitchell will also be on hand throughout that week should any further support and guidance be necessary and I am also hoping that I will be available by e-mail for any advice or queries during my convalescence. Together we will ensure that your daughter's course in Government & Politics continues to proceed smoothly to a successful conclusion in the summer.

Should you have any queries on this matter, please do not hesitate to contact me.

Kind regards

David Mitchell
Director of Studies

Incorporating St Mary's School Wantage

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