

*Coulsdon C of E Primary School*

Dear Parents & Carers,

31<sup>st</sup> October 2023

I am writing to inform you that Miss Tansley will be taking part in a “Wellbeing in Education” staff training course in Spain for the week of 6<sup>th</sup> to the 10<sup>th</sup> November. This is an exciting opportunity for her to join other teachers from all over Europe to learn more about this subject and to share ideas and examples of good practice which can then be implemented at Coulsdon.

The class will be covered for the week by Mrs Darch and Mrs Deller, both of whom know the children well, and Miss Tansley will ensure that a thorough handover takes place before she leaves.

Please do not hesitate to contact me if you have any concerns about this.

Yours faithfully,

Mr P Garratty

Head Teacher