



Education and Social Care

Vivienne Cross

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**All Parents and Carers
Applegrove Primary School**

20 September 2018

Dear Parent/Carer

Mrs Meehan is absent from work. I anticipate that this will be until the October break.

During this time and at my request, Elaine Andrew (currently Head Teacher at Hopeman Primary School) will provide leadership and management support to the school. Elaine will be working with Applegrove for 4 days a week whilst maintaining oversight in her own school.

Should you have any concerns please contact the school in the normal way
Email: admin.applegrovep2@moray-edunet.gov.uk Telephone: 01309 672367

Yours sincerely

**Vivienne Cross
Head of Schools and Curriculum Development**