

Secondary School

Director of Secondary: William Bradley

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Dear Parents,

Replacement Business Studies Teacher

I regret to inform you that Mrs. Williamson has had to go on long term leave to care for her ailing mother in the United Kingdom. She will be away from the school until the end of December.

In order that our Business Studies students do not suffer during her absence the school has employed Mr. Michael Leaver as her temporary replacement. Mr. Leaver is an extremely experienced teacher with 29 years of experience in the teaching profession. He also has many years of experience in teaching Business Studies to both GCSE and GCE A Level standard. These two courses are very similar to the IGCSE and IB DP respectively and I am sure Mr. Leaver will fit in very well.

Year 13 parents may be worried that UCAS entries are due in January but Mrs. Williamson has asked me to assure you that she will continue to compile references and complete the UCAS application forms whilst she is away. In addition to this Mr. Robinson and myself will be keeping a close watch to ensure that this process continues to run smoothly.

As always I hope that I can count on your support for the initiatives we have put in place to cover this difficult time.

Yours sincerely,

William Bradley