



**Cottingley
Village**
Primary School

Headteacher: Mrs Kirsty Hutchinson

CEO: Mr Duncan Jacques CBE

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16th January 2026

Dear Parents and Carers,

As you know, Miss Aitchison has been absent from school recently. She is undergoing investigations and test but hopefully will be back in school as soon as possible. We have secured Mr Poulter to cover the class in the meantime to ensure continuity. Miss Aitchison is providing planning and continuing to liaise with Mr Poulter so that the children's education is not affected.

I am sure you will join me in wishing her well and we look forward to seeing her back in school soon.

Thank you for your support with this matter, if you have any questions then please contact school.

Your Sincerely,

Mrs Kirsty Hutchinson
Headteacher