



# Sir Frederic Osborn School

*Achieving Success Together*

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Headteacher: Mr J C Whelan BA, NPQH

Herns Lane, Welwyn Garden City  
Hertfordshire AL7 2AF

14<sup>th</sup> June 2017

Dear Parent/Carer,

I am writing to inform you I will be absent from school from tomorrow as I will be going into hospital for surgery. At present it is not clear how long I will need off work but rest assured your child will continue to be well supported during by absence.

Please use the following methods of communication if you need to speak to school personnel about your child:

- 8F – please email either Miss E Gill: [Emily.Gill@sfosborn.herts.sch.uk](mailto:Emily.Gill@sfosborn.herts.sch.uk) or Miss S Standage (who has kindly offered support) [Sarah.Standage@sfosborn.herts.sch.uk](mailto:Sarah.Standage@sfosborn.herts.sch.uk)
- 8R – please email Mrs T Yelland: [Tara.Yelland@sfosborn.herts.sch.uk](mailto:Tara.Yelland@sfosborn.herts.sch.uk)
- 8S – please email Mr W Sarjeant: [Will.Sarjeant@sfosborn.herts.sch.uk](mailto:Will.Sarjeant@sfosborn.herts.sch.uk)
- 8B – please email Miss A Knowles: [Amy.Knowles@sfosborn.herts.sch.uk](mailto:Amy.Knowles@sfosborn.herts.sch.uk)

Mr J Baranowski will be overseeing the year group and will support the form tutors where necessary, but please contact them in the first instance.

Yours sincerely,

Mrs J Spence  
**Director of Learning for Year 8 and 9**

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[www.sfosborn.herts.sch.uk](http://www.sfosborn.herts.sch.uk)