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Thursday 19th November 2020.

Dear Parent/Carer,

I am writing to you regarding an incident involving a member of staff today that resulted us calling an ambulance. The staff member was injured using specialist equipment in the staff area of the technology department. We have dealt with this using health and safety and first aid procedures.

We wanted to make you aware in case your child was worried as we needed to change the exit procedure today. Currently there will be no change to the normal day tomorrow.

We thank you for your support.

Yours faithfully,



Mrs J Anstey
Associate Principal