



*Creative
Education
Trust*

04 January 2022

Dear Parent or Carer,

Leadership of Ellis Guilford School

I am writing to tell you that Mr Keen, Principal of Ellis Guilford School, will be taking a short leave of absence from today in order to go into hospital for an operation for which he has been on the waiting list for some time.

During Mr Keen's period of convalescence, the day-to-day running of the school will be in the very capable hands of Mrs Aris, Senior Vice Principal, who will continue Mr Keen's excellent work of school improvement.

I hope that you will join me in wishing Mr Keen a speedy recovery and return to work.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Marc Jordan', with a horizontal line underneath.

Marc Jordan
Chief Executive CET