



2nd January 2019

Dear Parents and Carers,

Mrs Bott is pleased to announce that she is having a baby in July 2019. This is very exciting news and we wish both Mrs Bott and her husband all the best.

Mrs Bott will be commencing maternity leave in June 2019. With this in mind, and for a smooth transition, we will be appointing a teacher to start straight after the Spring Bank holiday. Mrs Bott will be in school for the first couple of weeks after the holidays and so can ensure that the new teacher gets to know the children well and can continue the good practice already in place.

I will let you know when a teacher has been appointed to cover Mrs Bott's maternity leave.

Thank you for your support.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'KH' followed by a long horizontal stroke.

Kirsty Hutchinson

Headteacher