

Friday 14th January 2022

Re: Owls Maternity Leave Cover

Dear Parents and Carers,

As you are aware, Mrs Hale, is pregnant and we want to inform you of the plans in place to cover her role during maternity leave. Due to current Covid measures and precautions, Mrs Hale will be working from home from Monday 28th February for the period of time before her maternity leave begins.

We have successfully appointed Mrs Heath to cover Mrs Hale whilst she is working from home and for her maternity leave. Mrs Heath is a qualified teacher, she has worked with the class since the start of the year and has good relationships with the pupils. She knows the class routines and rules and will ensure that the remainder of the academic year is consistent and supportive for the whole class. We are advertising for a Teaching Assistant to start from 28.2.22.

Mrs Hale will continue to plan with the Year 2 team whilst she is working from home and parents will also be able to contact her during this time via email. She will carry out joint parents' meetings with Mrs Heath via Teams for the planned meeting dates of 28.2.22 and 1.3.22.

Kind regards,

Mrs Kee