

2nd May 2023

Dear Parents and Carers,

As you are aware, Miss Smith is pregnant and is due to go on maternity leave soon. We have ensured that there is a plan in place for when she leaves so there is continuity for the class.

Miss Smith's last day in school before her maternity leave begins will be Friday 26<sup>th</sup> May. We have appointed Mrs Wright, who will be covering the maternity leave for Ladybirds class.

Mrs Wright will be spending some time with Ladybirds class over the next few weeks in preparation for when she starts covering after the May half term holiday. Mrs Higson will remain as the class teaching assistant for Ladybirds.

If you have any questions, please do not hesitate to contact your child's class teacher.

Kind regards,



Mrs Kee  
Headteacher

