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27th November 2023

Dear Parent/Carer

As you may be aware, we are very pleased to let you know that Miss Welbourne is expecting a baby and hopes to start her maternity leave at the end of January. We have made arrangements for her cover, as follows:

- Miss Platten will teach the class Monday to Wednesday.
- Mrs Neal will extend her hours on Friday and teach the children on Thursday morning too.
- As currently, Thursday afternoon will continue to be taught by Mrs Parkinson, whilst the teachers have their planning time.

Miss Welbourne, Miss Platten and Mrs Neal have already organised to meet to ensure a smooth transition.

We are sure that you will join us in wishing all the very best to Miss Welbourne and supporting Miss Platten and Mrs Neal in the New Year.

Thank you for your continued support.

Yours sincerely

Hannah Stephenson
Head Teacher