



6th September 2017

Dear Parents/Carers,

Miss Tracanna Maternity Arrangements

We are delighted to share some exciting news with you that Laura Tracanna is expecting her first child later this year. I am therefore writing to let you know the arrangements surrounding her maternity cover. Miss Tracanna's last day in school before she goes on maternity leave will be Tuesday 7th November.

To cover for Miss Tracanna for the rest of the academic year we have recruited an experienced teacher called Helen James. Ms James will be coming into school to work alongside Miss Tracanna for a few days before 7th November to make the transition for the children as easy and comfortable as possible.

As Miss Tracanna is currently the Phase Leader for Early Years we will be recruiting for this post internally in her absence and I will also support this role myself to ensure as smooth a transition as possible.

Thank you for your ongoing support and I am sure you will all join me in congratulating Miss Tracanna on her exciting news.

Kind regards,

Deborah Howard
Headteacher



Inspiration & Success

