



5th February 2020

Dear Parents/Carers,

Staffing in 2SH

We are writing to let you know the plans for staffing in 2SH when Mrs Hickman goes on maternity leave. Mrs Hickman's last day in school will be on Wednesday 1st April. Her maternity cover will be carried out by Michelle Harley, one of our additional teachers that currently works across Years 1 and 3 delivering interventions.

Mrs Harley will be based in class on Monday and Tuesday for the duration of the summer term, with Mrs Savage in class on Wednesday-Friday as usual. To help with the transition for the children, Mrs Harley will be working with the class alongside Mrs Hickman every Monday and Tuesday morning for the last two weeks before Mrs Hickman starts her maternity leave. She will also come out into the playground at pick-up time on these days so that parents can have a chance to meet her.

Kind regards,

Richard Farrow
KS1 Phase Leader



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