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**Principal:** Mr C Metcalfe

15 September 2022

Dear Parent or Carer,

## **Exciting News!**

I am thrilled to share that Miss Tingle is expecting! She is sharing the news with pupils today and we will be making sure that we look after her and baby. We are planning for Miss Tingle's maternity leave to begin around March. We will be making arrangements in the coming months to cover her absence. As soon as the class's new teacher is appointed, we will of course let you know and plan for the transition during the early part of the Spring Term.

If you have any questions about this, please do not hesitate to contact me.

Yours sincerely, Mr C Metcalfe **Principal** 

