

3rd October 2014

Dear Parents

I am writing to inform you that 4KW's teacher Mrs Williams is pregnant and plans to start maternity leave at the end of the Autumn term.

We are currently in the process of recruiting a new class teacher and will obviously keep you informed of future updates. We will also ensure that relevant information is passed on to the new class teacher in order for a smooth transition to take place.

I am sure that you will join us in wishing Mrs Williams good luck and best wishes for the future; she has an exciting time ahead!

Yours sincerely

Jane Ferguson

Acting Headteacher