



Dear Parents

I am writing to let you know that Mrs MacFarlane is expecting a baby and she will be leaving us to start her maternity leave later in the academic year.

We are currently in the recruitment process for a new teacher to cover her maternity leave and as soon as we have made an appointment, we will let you know.

If you have any questions, please do not hesitate to ask.

Yours sincerely

Miss Paula Thomas
Headteacher

