

Thursday 26 October 2023

Dear Parents / Carers

Mrs Williams' Maternity Cover

As many of you are aware, Mrs Williams is due to begin her maternity leave at half term. I know that you will join me in wishing her well at this exciting time and we are all looking forward to the wonderful news of her new arrival.

I am writing to update you on the staffing organisation during Mrs Williams' maternity leave, which we envisage to last until May 2024.

I am delighted to inform you that Miss Davies will be taking over from Mrs Williams as class teacher in Early Years (FS2).

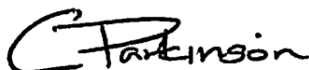
Miss Davies is an experienced member of our Willow Green team and a qualified Early Years teacher. She has worked extensively in our Early Years setting over a number of years and has expertise around how our Early Years provision is planned, organised and delivered.

Miss Davies has already developed great relationships with pupils and parents and I know that she is looking forward to working with you over the coming months.

Once again, I would like to wish Mrs Williams all the best for her and her family.

Kind regards

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Parkinson'.

Mr Parkinson
Head of Academy
Willow Green Academy