



'ad omnia paratus'



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Dear Parents and Carers of Miss Houghton's class,

As you know Miss Houghton is expecting her second baby. She is planning to take her maternity leave after the Easter break. To cover for her, we are very pleased to tell you that Mrs Moore and Mrs Lee will teach her class for the summer term. Mrs Moore will teach Monday to Wednesday and Mrs Lee will teach the class on Thursdays and Fridays. Although this is two teachers, there is good continuity as Mrs Lee already knows the children well and Mrs Moore is a fantastic teacher that regularly does cover in our school and is known to the children also. There will of course be a great deal of information sharing to make sure the handover is a positive experience for everyone, especially the children. Our school tracking and planning will also enable the teachers to know where the children are, what their targets are and any individual needs the children may have.

We will miss Miss Houghton very much as she is such positive force in and around school and we hope you join us in wishing her all the best (and not too many sleepless nights!).

If you have any other concerns please don't hesitate to contact us at school.

Best Regards,

Mrs J M Cook

Head Teacher



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