



COOMB BRIGGS PRIMARY SCHOOL

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6th February 2018

Dear Parent/Carer,

I wanted to write and let you know about the arrangements regarding maternity cover. As you know Mrs Riley and Mrs Smith are both expecting babies very soon and we are now delighted to be able to share the news that Miss Nicholson is also expecting a baby due in May.

Arrangements have been put in place to ensure there is as little disruption as possible to the children and that there is continuity across the school.

Mrs Riley's class will be covered by Miss Green who will do an extra day back in the class along with Miss Thornalley. Mrs Riley will be finishing on 9th February to start her maternity leave.

Mrs Holdsworth will take over in Mrs Smith's class and also become KS1 lead until Mrs Smith returns. She knows most of the children in the class already and this will be of great benefit. Mrs Smith will be starting her maternity leave on 23rd February.

We will be welcoming another Miss Nicolson to the school who will teach in Year 1 in place of Mrs Holdsworth. The children have already met her as she has been in the class a few times over the last couple of weeks and she has already met with Mrs Foster as part of the handover.

Finally, Mr Sylvester is to cover Miss Nicholson's class, Year 4 when she goes off. The children already know him so I am sure everything will go smoothly.

As you can see, all the plans are in place and the teachers have started to have handover/transition meetings and these will continue over the next few weeks to ensure everything stays settled and calm for the children.

If you have any concerns regarding any of the arrangements then please do not hesitate to contact me.

Yours truly,

H Redmond

Mrs Helen Redmond
Headteacher

