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Dear Parents/Carers

I am writing to you regarding staffing for 2B over the rest of the academic year.

We are delighted to say that Mrs Broad is expecting a baby towards the end of January and therefore will be leaving us to go on maternity leave just after Christmas. This is wonderful news for her and her family and we wish her so much luck and best wishes for the exciting months ahead.

We understand that this news may be unsettling for you in terms of the provision for your child for the rest of the year and so we wanted to let you know that we have started the recruitment process. As soon as we have news of an appointment, we will let you know. Please rest assured we have the situation well in hand and as always, have the best interests of the children at heart.

Kind regards

Clare Rackham

Deputy Head



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