



# DOWSON PRIMARY ACADEMY

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Principal : Kathryn Thornburn (BSc Hons, NPQH)  
Dowson Primary Academy 0161 366 0177



16<sup>th</sup> November 2022

Dear Parents and Carers of children in Reception Alder,

I am writing to inform you that Mrs Everitt is due to take maternity leave later in the academic year. This is wonderful news for her and I'm sure you will join us in congratulating her and her husband.

Although this will not be until the Easter holidays, I wanted to assure you that we will ensure the least disruption to your child's education as possible.

After Christmas, we will begin the process of appointing a teacher who will cover the period of absence, which means your children will spend the Summer term with that person.

We will share information of the appointment closer to the time and will ensure a careful transition.

If you have any questions or concerns regarding this, please don't hesitate to contact me.

Yours sincerely,

Mrs K. Thornburn

Principal

