



St Hugh of Lincoln RC Primary School

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Head Teacher: Mr M. Mountcastle

Tuesday 2nd March

Dear Parents/Carers of Children in Year 1G

As you know Mrs Griffiths is having a baby in May however she will be going on maternity leave slightly earlier than planned. Therefore from next week we will be making a change in class. Mrs Atherton, who has taught Year 1 before, will be moving classes from Year 4 and will take over the class. This week Mrs Griffiths and Mrs Atherton will plan closely together to ensure there is a smooth handover. Next week Mrs Griffiths will continue to support Mrs Atherton and the class but she will be unable to teach them as a whole group.

While it was always the plan for Mrs Atherton to take over, circumstances have changed and we are implementing the plan 5 weeks before we were expecting to. However please rest assured the transition will be managed and monitored closely ensuring any issues are dealt with quickly and positively should they arise.

In the meantime I am sure you will join me in wishing Mrs Griffiths and her family much happiness and joy in the coming months.

If you would like to discuss this or have any questions, please do not hesitate to contact me.

Yours sincerely

M Mountcastle

