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## St Hugh of Lincoln RC Primary School

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Tuesday 2<sup>nd</sup> March

Head Teacher: Mr M. Mountcastle

Dear Parents/Carers of Children in Year 4A/J

Mrs Griffiths is having a baby and will be going on maternity leave slightly earlier than planned. To assist us in covering her class we have to make a change to Year 4. From next week Mrs Atherton will be moving to Year 1 and Mrs Jackson will teach the Year 4 class full time. Apologies for the short notice however the change has come much quicker than we expected.

We have looked at the logistics and are very happy that the change will cause minimal disruption to Year 4. Whilst Mrs Atherton is disappointed to leave the class at such short notice the transition will be very smooth as obviously Mrs Jackson already teaches them for half the week and therefore knows them and the routines very well. As Mrs Atherton is still in school the communication between the two teachers will remain and she will be on hand should any issues arise.

Thank you for your understanding, we never make decisions like this without detailed planning and believe this scenario is the most sensible to minimise disruption across the school.

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

Yours sincerely

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M Mountcastle

