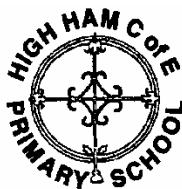


High Ham Church of England Primary School

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4th January 2023

Dear Parents and Carers,

Mrs Drew's Maternity Leave

I am writing to inform you of our plans to cover Elm Class once Mrs Drew leaves for her maternity leave. We are expecting Mrs Drew to begin her maternity leave on the 20th of January.

Our long-term plan is for Mrs Palmer to take over the teaching of Elm Class when she returns from her own maternity leave in March.

During the interim period Mrs Frost and Mrs Evans will be teaching the class, supported by our team of Higher-Level Teaching Assistants.

Mrs Palmer will be using her 'Keeping in Touch' days over the next few weeks to get to know the children and work alongside Mrs Drew to ensure a smooth transition.

We wish Mrs Drew the very best with her maternity leave and look forward to meeting the new member of her family very soon.

Yours faithfully,

Mrs Ann Edwards
Acting Headteacher and Designated Safeguarding Lead

