



5<sup>th</sup> March 2018

Dear Parent/Carer,

I am writing to let you know that Mrs McQuillan will be going on maternity leave on Thursday 29<sup>th</sup> March 2018. She will be replaced by Mr Pointon who will be joining us on Monday 26<sup>th</sup> March. During this time he will get to know the children which will make for a smoother transition when he takes over after the Easter break. Mr Pointon has already spent several days in school and the children already know him.

I would like to take this opportunity to wish Mrs McQuillan all the very best and we look forward to meeting the new arrival.

Yours sincerely,  
Mr O Flitcroft  
Headteacher.



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