

**Dear Parents and Carers,**

I am writing to inform you of some upcoming staffing arrangements for the final weeks of this academic year and into the autumn term.

Firstly, Mr Michael Johnson will be taking paternity leave during the final two weeks of the summer term. We are delighted for Michael and his family as they prepare to welcome their new baby. During his absence, Polar Bear Class will be taught by experienced and suitably qualified teachers, ensuring continuity of learning, care and support for the children.

I am also pleased to share that Mrs Jenni West is expecting her second child and will begin her maternity leave at the October half-term break. We are thrilled for Jenni and her family and wish them every happiness as they prepare for this exciting new chapter.

To ensure a smooth transition, Mrs Jo Borthwick, who already teaches in Penguin Class, will become the full-time class teacher during Jenni's maternity leave. As a familiar and well-established member of the team, Jo's increased role will provide continuity and stability for the children's education and wellbeing.

Many of you will know that Jenni also serves as our SENDCo. During her maternity leave, this responsibility will be undertaken by Mrs Patricia Kent, who successfully fulfilled the SENDCo role during Jenni's previous maternity leave. This will provide valuable consistency and continuity for children, families and staff.

To support these arrangements, Mrs Katy Rushton will move from her current part-time position to a full-time teaching role in Polar Bear Class, further ensuring continuity and stability for our children and families.

We are fortunate to have a strong, experienced and dedicated team, and we are confident that these arrangements will provide a seamless experience for all children while supporting our staff during these important family milestones.

Thank you, as always, for your continued support.

**Yours sincerely,**

**Karen Strachan**

Headteacher

**Kingskerswell Church of England Primary School**