

24<sup>th</sup> February 2014

Dear Parents and carers,

As I am sure, you are all aware Mrs. Graham is expecting a baby. She will be starting her maternity leave after the Easter holiday. We have appointed Mr Sean Morrow to teach her class until the end of this academic year. Mr Morrow worked alongside Mrs. Graham when he was a member of staff here around four years ago.

Mrs. Graham and Mr Morrow will be working together from the 17<sup>th</sup> March to ensure a smooth hand over and minimal disruption.

I am sure that you would like to join me in wishing Mrs. Graham all the very best at this happy time.

Yours sincerely,

Mrs. J. Bayes