



17<sup>th</sup> February 2017

Dear Parents/Carers,

I am writing to confirm the staffing arrangements for Reception from Easter 2017. As you may know Miss Sugden has been on maternity leave and is due to return to school in March. I am sure you will agree that Mrs Moore and Mrs Poor have done a great job settling the children into their first year at Harden Primary School. Miss Sugden is an Assistant Head at school and leads on literacy and the early years and Key stage 1 team.

Miss Sugden already visits school weekly to ensure a smooth transition will be made back to work. She returns to school fulltime 2 weeks before the Easter holidays. During this time the class will be taught by Mrs Moore and Mrs Poor but Miss Sugden will spend time, alongside them, getting to know the children and work with the teachers on planning for the summer term.

Mrs Moore is a permanent member of staff and will continue to work with Reception and Key stage 1 on Miss Sugden's return. Mrs Poor will leave school at Easter and we thank her for her hard work and we wish her all the best. We hope in the future there is an opportunity for Mrs Poor to rejoin the team.

As you may have noticed Mrs Moore is expecting her second baby. This is exciting news and we were waiting for her to have her 20 week scan before sharing the good news. Mrs Moore will be going on maternity leave in early June. We wish her all the best and look forward to meeting the new addition to her family.

If you have any questions then please approach a member of staff.

Thank you for your support.

Yours sincerely,

Mrs Kirsty Hutchinson

Headteacher