



Westlands Primary School

A member of Swale Academies Trust



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STP/ELB/Year 4 Onyx/Miss Reynolds

10th September 2018

Dear Parents and Careers,

I am writing to share with you the good news that Miss Reynolds is expecting a baby. On behalf of all at Westlands Primary School, I would like to wish her and her family many congratulations on this exciting news.

It is likely that Miss Reynolds will begin maternity leave in January. In order to ensure there is no disruption to learning in Onyx class, we will seek to appoint a teacher to cover this period before she leaves, allowing for a period of transition. This means that the children will have an opportunity to get to know their new teacher before Miss Reynolds commences her leave.

Yours sincerely,

Steven Payne
Trust Head of School