

Cunningham Hill Junior School

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Headteacher: Ms J Elbourne-Cload BSc, PGCE, NPQH



Friday 21 September 2018

Class 5 Maternity Cover Teacher

Dear Parents

As you are aware, Mrs Warren's maternity leave will soon be approaching. All things being well, she is hoping to make the Friday before half-term her last day in school.

We have been working hard since last term to look for a teacher that would be the best fit for Class 5 and we are very pleased to announce that we have appointed Miss Wright to take over the class as from the first day after the October half-term. Miss Wright has had 7 years teaching experience and has worked at other local schools in Hertfordshire.

Additionally, as we feel that transition and planning is very important to ensure a smooth handover, we have employed Miss Wright to work alongside Mrs Warren for 2 weeks before half-term, so that there is plenty of time to get to know the children and lots of opportunity to get up to speed with individual needs and our systems etc, before starting as the full time class teacher in November.

Miss Wright has spent this afternoon meeting the children and introducing herself so that they can put a face to the name and we hope this will allay any worries they may have about Mrs Warren leaving.

I know you will join us in wishing Mrs Warren all the best for her maternity leave and will help Miss Wright to feel welcome at the school and support her in ensuring a smooth transition for your children.

Yours sincerely



Ms Elbourne-Cload
Headteacher