



17th October 2018

Dear Year 3 Parents and Carers,

I am writing to inform you officially that Mrs Samantha Ridge is expecting a baby in the New Year and will therefore be leaving school at Christmas to start her maternity leave. We wish her and her husband Will all the best for the exciting months ahead.

As we knew Mrs Ridge was expecting before the start of the school year we were able to put plans in to place that will ensure consistency for you and your children in Year 3. I am pleased to inform you that Mrs Ruth Rose, Assistant Head, will be taking over class responsibility for Year 3. Mrs Rose has been in class with the children 2 days a week since September and will increase her teaching time from January. She will continue to be supported in this role by Mrs Vicki Litenstone who again already knows the children very well.

We will ensure a thorough handover of the class, and a smooth transition into the Spring term for the children.

Yours Sincerely,

Sharon Barton
Head Teacher