



## St. Michael's Catholic Primary Academy & Nursery

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Principal Mrs. C. Williams

18 September 2014

Dear Parents

I am writing to inform you that Mrs Griffiths has been advised by doctors that she should relinquish her teaching duties at this point in the term. Mrs Griffiths is now unlikely to return to her duties until a point after she has given birth. I am sure that parents and children will wish her well as she prepares for motherhood.

The maternity leave teaching post has been advertised with an appointment of a teacher being scheduled to take place on 29 September. I will, of course, keep parents informed once a successful appointment has been made for your children and our Academy.

During the interim time one of our highly experienced and very valued members of our teaching team will undertake the responsibility of teaching and caring for your children until such a time as a successful maternity cover appointment is made.

Mrs Moreton is a very experienced early years practitioner and I have full confidence that your children will be very well cared for and that Mrs Moreton will assure that each child's learning progresses very well whilst the children are in her charge.

Mrs Visentin clearly already knows each child very well and will continue to support their learning journeys from this early point of the school year.

As the Principal of the Academy I am always available to meet with parents. Should you have any concerns about any aspect of your child's education and welfare, please do not hesitate to contact me.

Yours sincerely

C Williams  
Principal

