



Executive Head Teacher: Mr Paul Smith
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Friday 10 May 2024

Dear Parent/Carer

Re: Miss McKenzie

I am delighted to announce that Miss McKenzie and her partner are expecting a child. This is very special and exciting news for her and her family. Miss McKenzie will be in school until the middle to the end of October.

We will be advertising for her maternity cover shortly to join Mr BM in her class teacher role. I will be taking on her SENCo role during her absence. Miss McKenzie will be continuing as SENCo and class teacher until she does leave on maternity leave.

I am sure you will join me in wishing her well.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. D. Smith', written in a cursive style.

PAUL SMITH

Executive Head teacher