

Headteacher - Mrs Nêst Llewelyn-Cook

www.twogates.staffs.sch.uk

office@twogates.staffs.sch.uk

 @2gatesprimary

16 October 2020

Dear Parents

Mrs Smart- Maternity Leave

I am writing to inform you that Mrs Smart will soon begin her maternity leave. Her last teaching day will be **next Thursday, 22nd October.**

Teaching arrangements following this are:

Mrs Williams	Monday, Tuesday & Wednesday
Mr Pomeroy	Thursday & Friday until 4 th December
Mrs Brelsforth	Thursday & Friday from 10 th December to the end of the school year

Mr Pomeroy and Mrs Brelsforth are regular cover teachers at Two Gates and know our policies, procedures and community well. They are liaising closely with Mrs Williams and Mrs Smart to ensure a smooth transition for the pupils so that their learning and wellbeing continues without interruption.

As with all school practice and procedures, leadership will be monitoring the arrangements and checking in with teachers and pupils to ensure everything is working well and focused on the best outcomes for pupils.

We wish Mrs Smart and her family the very best and look forward to hearing the news of Baby Smart's arrival.

If you have any questions, please contact me at school.

Kind regards,

Nêst Llewelyn-Cook
Headteacher