



## All Saints Church of England (A) Primary School

*Committed to safeguarding children*

Headteacher  
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13<sup>th</sup> December 2017

Dear Parents,

### Teaching Arrangements in Class 3 from Wednesday 3<sup>rd</sup> January 2018

I write to advise you of the teaching arrangements in Class 3 when we return from the Christmas break. We have engaged a supply teacher, Mrs. Katie Soames who has successfully provided supply cover at All Saints previously. Mrs. Soames will work on a Monday, Tuesday and Wednesday and Mrs. Mayhew will teach on a Thursday and a Friday. This arrangement will continue until February half term. Following the half term break Mrs. Tallent-Wells will return from maternity leave and she will replace Mrs. Soames and will work Mon-Wed with Mrs. Mayhew continuing to work on a Thursday and Friday.

We are looking forward to welcoming Mrs. Soames after Christmas.

If you have any queries please let me know.

Yours sincerely,

Mrs. G.L. Yates  
Headteacher