

## Bottisham Community Primary School



Headteacher: Rachael Johnston

Monday 2<sup>nd</sup> November 2020

Dear Parents and Carers,

### **Pine Class Teaching Arrangements**

As you will be aware, due to the current guidance as a result of the coronavirus pandemic, Mrs Spurr will be working from home from Monday 9<sup>th</sup> November prior to starting her maternity leave in January. Mrs Quilter, who is well-known to the children, will be covering Pine Class up to the Christmas break. Mrs Spurr will still be responsible for planning for Pine Class and will maintain her role in managing Google Classroom. She will also undertake the second round of parent consultations later this term.

We are also delighted to inform you that from 1<sup>st</sup> January 2021, we have appointed Miss Hannah Cockayne to cover Mrs Spurr's maternity leave. Miss Cockayne will be working closely with Mrs Spurr to ensure a smooth handover and will also have the opportunity to meet Pine Class later this term.

Mrs Spurr will be writing to you later this week with further details about the arrangements for Pine Class this half term, including how to contact her and Mrs Quilter. In the meantime, I know that you will join me in wishing her the very best for the upcoming birth of her baby.

Yours faithfully,

Rachael Johnston  
Headteacher

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