

25<sup>th</sup> March 2019

Dear Parent/Carer,

**Maternity Leave Class Teaching Arrangements – Summer Term 2019**

As you are all aware, we have had several maternity leaves commence or due to commence this academic year – we wish all of them happy and healthy babies.

**However, this does mean that there will be some changes as to whom will be teaching your child's class going forward for the remainder of the Summer Term:-**

**1. Violet Class**

Further to my letter of 11<sup>th</sup> March, I am very disappointed to let you know that Miss Burnes will now not be joining Monkfield Park after Easter as originally planned as she has now changed her mind and has declined the offer of employment, as she wishes to remain an agency supply teacher in Cambridge. We have had to put contingency plans in place at such short notice, and Violet Class will now be covered by two supply teachers who are well known to the children and to Monkfield Park, and who have already been covering for Mrs Martin's maternity leave. Mrs Christmas will teach on a Monday and Tuesday, and Mrs Baker will teach Wednesday to Friday. We will commence again a further recruitment process for the remainder of Mrs Martin's maternity leave for September onwards.

**2. Pegasus Class**

Mrs Hearn is planning to commence her maternity leave on 7<sup>th</sup> May. This coincides with Mrs Wellings returning from maternity leave, and from 7<sup>th</sup> May to 17<sup>th</sup> May inclusive, she will teach Pegasus Class, as the last week of the half term the children will be on their PGL trip. I am delighted that we have been able to appoint a maternity leave teacher for Pegasus Class, Miss Madden, although due to current commitments she is unable to commence until 24<sup>th</sup> June. From 4<sup>th</sup> June to 21<sup>st</sup> June inclusive, Pegasus Class will be covered by supply teachers known to the children and to Monkfield Park.

**3. Phoenix Class**

Mrs Squires is planning to commence her maternity leave on 13<sup>th</sup> May. For 13<sup>th</sup> to 17<sup>th</sup> May inclusive, a supply teacher known to the children and to Monkfield Park will cover the class. From 20<sup>th</sup> May onwards, Mrs Wellings will teach Phoenix Class. Mrs Squires' maternity leave as from the Autumn term will be covered by Mrs Flack (Monday and Tuesday) and Mrs Warne (Wednesday to Friday). This will give continuity through the Summer term to Phoenix and Lacerta Classes.

The school is working hard to ensure smooth handovers so that the children's education remains at a high standard with the necessary support, albeit with a lot of changes to absorb at the same time.

Yours sincerely,



(Sarah Jarman)  
Headteacher