

Date: 11th September 2017

Mr Brown paternity leave

Dear parents and carers,

As many of you are aware, Mr Brown and his wife had a baby girl over the summer holidays! Mr Brown was eager to come back to school and meet his class, settle them in and get them used to the routines and expectations of Year 1 before he went off on paternity leave. He is therefore taking this week and next off to spend at home, and will return with us on **Monday 25th September**.

In the meantime we have XXXX working with us to cover him in his absence. XXX comes highly recommended and some of our staff have worked with her before at Thomas Gamuel Primary in Waltham Forest.

I am sure she will introduce herself to you but of course if you have any questions or would like to speak to her individually, please feel free to arrange an appointment.

Kind regards,

Verity Carter
Headteacher