



Longmeadow Primary School

Headteacher: Mrs Emily Howley

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12th September 2018

Dear Parents and Carers,

We would like to inform you that Mrs Britton is expecting her first child and as a school we are delighted for her and her family.

She will be commencing her maternity leave from 5th November. This means her last working day will be the 26th October 2018. The school is currently actively recruiting for her maternity cover and will inform parents as soon as someone is in post.

On behalf of the school I am sure you will want to join us in sending Mrs Britton our best wishes and we look forward to welcoming her back after her leave.

Yours sincerely

Mrs E Howley

Headteacher