



# Victoria

Church of England  
Infant & Nursery School

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Head of School: Mrs C Crozier BA (Hons) PGCE

2 October 2018

Dear Parents/Carers

## Staffing in Nursery

I am writing to let you know that Mrs Lemming is expecting a baby. We are delighted for her and I am sure you will join us in offering her our warmest congratulations. The baby is due in early March, so she intends to carry on working until spring half term, starting her maternity leave around 24 February 2019.

When Mrs Lemming starts her maternity leave, Mrs Sargeant (who has worked for us previously as a supply teacher and spent all of last week in Nursery) will take over as Nursery teacher. Mrs Sargeant will also provide cover for any ante-natal appointments and other absences necessitated by Mrs Lemming's pregnancy between now and February. This means the disruption to your children's learning will be minimal, as they will be very familiar and comfortable with Mrs Sargeant by the time she takes over.

Please do not hesitate to contact me if you have any questions about these arrangements.

Yours sincerely

Caroline Crozier  
Head of School