



ST JOSEPH'S PREPARATORY SCHOOL
Part of the Edmund Rice Family

8th February 2017

Dear Parents,

I am writing to inform you that I have appointed a teacher to replace Mrs Brown during her maternity leave; Miss Catherine Oliver.

Mrs Brown will be leaving to begin her Maternity leave on 17th March 2017.

Miss Oliver will be working alongside Mrs Brown from Monday 27th February so that the transition can be smooth and that the children feel confident with their new teacher.

Miss Oliver has already met the children and will be in during next week to get to know them all better. This will also give you the opportunity for you to meet her and vice versa. Miss Oliver is a very well planned and enthusiastic teacher who comes to us with excellent references. She is looking forward to teaching the Reception class during Mrs Brown's absence.

Should you have any concerns or queries with regard to this please contact me.

We wish Mrs Brown well as she leaves us on 17th March to have her baby. I will keep you informed when it has safely arrived.

Yours sincerely

S. D. Hutchinson .

Mrs S D Hutchinson BEd
Headteacher