

Headteacher - Mrs Nêst Llewelyn-Cook

www.twogates.staffs.sch.uk

office@twogates.staffs.sch.uk

 @2gatesprimary

6th September 2021

Dear Parents

Staffing Update Year 3

I am writing to inform you that we have had to make a change to the the staffing of your child's class due to recent unforeseen circumstances.

Mrs Williams is experiencing pregnancy complications and the outcome of a full risk assessment is that it would be too unsafe for her to be in school in the capacity of class teacher for the remainder of her pregnancy. Mrs Williams will be on site engaged in lighter duties.

The arrangements for teaching will be:

From today until 22nd October

Monday- Wednesday – Mrs Brelsforth

Thursday and Friday – Mr Murphy

From November 1st to the end of the school year

Monday - Wednesday - Mrs Brelsforth

Thursday and Friday – Mrs Smart

Yours sincerely,

Ms Llewelyn- Cook
Headteacher