

Headteacher - Mrs Nêst Llewelyn-Cook

www.twogates.staffs.sch.uk

office@twogates.staffs.sch.uk

 @2gatesprimary

13th May 2022

Dear Parents

I am writing to inform you that Mrs Hughes will be absent from school from Monday, 16th May until Tuesday, 14th June for personal reasons.

The class will be taught by Mrs Evans, an experienced cover teacher, who is familiar with our school and the year 4 curriculum.

Mrs Evans will be working closely with Mrs Bishop, Key Stage 2 Lead Teacher and Miss Denton, Year 4 Teacher to ensure a smooth transition for the pupils so that their learning and wellbeing continues without interruption.

As with all school practice and procedures, the Leadership Team will be monitoring the arrangements and checking in with teachers and pupils to ensure everything is working well and focused on the best outcomes for pupils.

If you have any questions, please contact me at school.

Kind regards,

Nêst Llewelyn-Cook
Headteacher