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Headteachers: Mr Peter Box BA (Hons) & Mr Paul Whitcombe BA (Hons)

23<sup>rd</sup> February 2017

Dear Parent/Carer,

**Staffing – Maternity Leave**

As you are aware I had planned to finish work and start my maternity leave on Friday 17<sup>th</sup> March. Due to unforeseen circumstance I will have to leave slightly earlier than expected. Therefore, my last working day at Kings Caple will be Friday 10<sup>th</sup> March. Miss Cadien will still be starting on Monday 6<sup>th</sup> March but we have planned to begin the hand over period earlier in light of my earlier departure.

Many thanks in advance for your understanding of this.

Kind regards,



**Mrs Helen Card**  
**Head of School**



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<http://kingscaple.hmfa.org.uk>

