



**Worplesdon
Primary School**

Envis Way, Fairlands,
Worplesdon, Guildford
Surrey, GU3 3NL

6th February 2020

Dear Parents/Carers

Larks Class

We are delighted to inform you that we have appointed Miss Sarah Nutbeen to replace Mrs Carey when she goes on maternity leave at the end of April. Miss Nutbeen comes with a wealth of experience and will be employed as a full time, permanent member of staff. We are lucky enough to have Miss Nutbeen starting straight after Easter which is before Mrs Carey commences her maternity leave. This will give the two teachers plenty of time to have a full hand over period to ensure a smooth transition for the children.

Furthermore, Miss Nutbeen has managed to make herself available for the upcoming Parent Consultations in March; this will give you the opportunity to meet Miss Nutbeen and is also a great way for her to get to know the children.

Please do not hesitate to contact me if you would like to discuss the arrangements further. In the meantime, I am sure you will join me in wishing Mrs Carey all the very best for the forthcoming months.

Yours sincerely

**Mrs K O'Brien
Head Teacher**