



# Raleigh Infant and Admirals Academies

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6<sup>th</sup> December 2023

Dear Parents / Carers,

## RE: Staff Change in Year 1

I am writing to inform you that Mrs Ottley will be temporarily leaving Raleigh Infant Academy to begin her maternity leave at the end of this week. We extend our warmest congratulations to Mrs Ottley and her family on the joyous news. We wish her all the best during her maternity leave and thank her for her hard work and dedication to our children and the academy over the past term.

We understand that this news may come as a surprise to some of you, and this can bring about mixed emotions. However, I want to assure you that I have done everything in my power to ensure a smooth transition for your child.

Mrs Bishop will continue working in the class four days a week, Monday through Thursday. On Fridays, Mrs Wilson will lead Victory class. Mrs Wilson is an experienced Year 1 class teacher who has been working with the pupils for the past three weeks. She is already familiar with the routines, systems and processes that we use in Victory class. I am sure that you will join me in welcoming Mrs Wilson to Raleigh Infant Academy.

Thank you for your continued support and trust in our academy.

With kind regards,

**Mr. Greg Sadler**  
Executive Principal



*Navigating life and learning together.*



Raleigh Infant Academy