



Poulton Lancelyn Primary School



Dear Year 4LS Parents,

3rd May 2022

Mrs Swift will be leaving at the end of this half term to start her maternity leave. Mrs Smith, who is currently working in Year 6, will be given a full handover from Mrs Swift and will be teaching the class after half term.

Mrs Higgins-Carter will be leading the Year 4 trip to Kingswood. Mrs Swift will be unable to take part in the activities so she will join the children for the first evening and the following morning for breakfast. All staff ratios are in line with our Health & Safety procedures.

Yours sincerely,

Mrs Arnold
Headteacher