



BOTLEY C of E (Controlled) Primary School

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Headteacher: Mr J Cooil B.A. (Hons) PGCE QTS

Deputy Headteacher: Mrs R Shuttle B.Sc. (Hons) PGCE QTS

10th March 2026

Dear Eagle Parents,

I am writing to confirm with you how we will be covering Miss Stanton's maternity leave for the last half term of this academic year.

We have made the decision that it is in the best interests of the children to cover the maternity leave internally during June and July. As such, Mrs Shuttle and I will be taking responsibility for the class. We are both experienced Year 6 teachers and we think that it is important that the children are taught in their final few weeks at this school by teachers that know the ethos and values, understand what this final period of time should be like for the children and that the children already know and have an existing relationship with. The alternative would be to bring a brand-new teacher in just for the seven weeks before the summer holidays.

We want this to be a positive end to the children's time at the school and there are lots of brilliant activities and events that they can look forward to before they leave us. We are both looking forward to being part of this special time for your children.

If you have any queries, please do not hesitate to contact me.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "J. Cooil". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Mr. J. Cooil
Headteacher