

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

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'For Learning That Lasts A Lifetime'

27th March 2019

Dear Parent/Carers of Class 3,

Staff News

I am writing to inform you that Mrs Olivia Wong will be leaving us on Friday 5th April; the end of Term 4.

I am pleased to be able to tell you that Mrs Louisa Wallis will be taking over as Year 3 teacher for the remainder of this academic year, as she is known by the children and families I hope that this will be a relatively seamless transition.

I would like to take this opportunity to thank Mrs Wong for her positive input to St Margaret's during her time with us and to wish her well in her next venture.

This information has been shared with the children in class today.

Additionally Mrs Wong has not been at work today; she is hopeful of returning tomorrow. In the meantime her curriculum plans are being followed and delivered by Mrs Amy Griffiths, supported by either Mrs Alison Hollowday or Mrs Viv Howlett. I will keep you updated should there be any further absence prior to the end of term.

As always, if you have any questions or concerns please don't hesitate to see me or Mrs Hindle.

Yours sincerely

H Comfort

Executive Headteacher

