

EXECUTIVE HEADTEACHER:

Ms Helen Comfort

(B.A.Ed.Hons, NPQH)

HEAD OF SCHOOL:

Mrs Rachel Hindle

(B.A.Hons, PGCE, M.A.Ed)



St. Margaret's-at-Cliffe

Dover, Kent, CT15 6SS

Telephone: (01304) 852639

Fax: (01304) 853671

e-mail: secretary@st-margarets-dover.kent.sch.uk

www.stmargaretsprimary.co.uk

St. Margaret's-at-Cliffe Primary School on Facebook

@stmargaretscp on Twitter

'For Learning That Lasts A Lifetime'

6th March 2024

Dear Parent/Carers of Reception Class,

Staff News

I write to inform you that Miss Emma Owen will be leaving St Margaret's at Cliffe CP School at the end of this term – her last day with the class will therefore be Thursday 28th March 2024.

Miss Owen is re-locating out of Kent and, as such, has secured a position with another Local Authority. Miss Owen has been with us for almost two years and during this time has worked hard for all of the children and families in her care. I wish her every continued success in her new venture and thank her for her dedication to our school community during her time with us.

Mrs Harriet Richardson will be joining us for the summer term as Reception Class Teacher and will complete the year with our Reception Class. Mrs Richardson will be visiting school on 14th March and 21st March to meet with Mrs Hindle and Miss Owen for handover and to begin to get to know the children. She will be at the classroom door on the afternoons of each of these days so do please take the opportunity to say hello.

Miss Owen will see you all at our forthcoming parent/carer meetings. She will also be working on end of year reports before she leaves so that the achievements from the entire year are reflected in these documents.

It is understandable that you may be concerned by this news; unexpected change can be hard to manage. Please be assured that we will work hard for a smooth transition for your child, and you, with this staff change. Please don't hesitate to make contact with the class staff, with me or with Mrs Hindle if you have any queries or concerns.

Thank you for your understanding with this matter.

Yours sincerely

H Comfort

Executive Headteacher

