

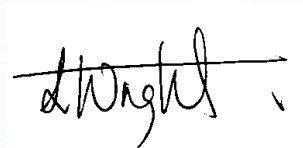
7th February 2020

Dear Parents/Carers

I am writing to let you know that Mrs Taheem, who has been our Office Administrator since we opened in September 2017 is going to be leaving us on Wednesday 26th February. I am sure you would like to join me in wishing her the very best for the future and thank her for all of her excellent work she has done for us. She will be sadly missed.

We are very pleased to inform you that we have appointed an excellent new Office Administrator called Mrs Greenslade who will be working Monday to Wednesday 08:30 – 16:30.

Yours sincerely



Mr Wright
Principal