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Tuesday 9<sup>th</sup> January 2024

Dear Parents and Carers,

### **Birch Class**

Mr Cullen has taken the decision not to return to work. We are very sorry to see him go and I am sure that you will join us in wishing him well. Mrs Black is organising a collection for him in the office if you would like to contribute to a leaving gift.

Mrs Heley will remain teaching the class on Mondays, Tuesdays and Wednesdays until February half term.

We are in the process of advertising for a class teacher for the rest of the academic year.

Mrs Riseborough will continue to teach the class on Thursdays and Fridays.

We will keep you informed when we know more information.

Yours sincerely,

A handwritten signature in black ink that reads 'L M Cook'.

Ms L M Cook.