



Dear Parents

I am writing to inform you that sadly, Mrs Godfrey will be leaving us at the end of this half term. Mrs Godfrey is retiring to Malta with her husband, to spend some well-deserved time in the sun. Her last day with us will be Tuesday 18<sup>th</sup> December.

Mrs Godfrey has been teaching here for just over five years and will be greatly missed by both staff and children. I am sure you will join me in wishing her all the very best in her retirement. There will be a collection in the School Office if you would like to contribute.

We are currently in the recruitment process for a new teacher to replace Mrs Godfrey and as soon as we have appointed someone, we will let you know.

If you have any questions, please do not hesitate to ask.

Yours sincerely

Miss Paula Thomas  
Headteacher