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3<sup>rd</sup> December 2018

**TO: PARENTS/CARERS OF YEAR 10 STUDENTS**

Dear Parent/Carer

I write to inform you that Mrs Parsons will begin her maternity leave at the start of the Spring Term. I am sure parents and carers will join me in wishing her the best over the coming months.

I am delighted to inform you that Miss Rose will temporarily replace Mrs Parsons as Head of Year. Miss Rose will work with Mrs Parsons for the rest of this term, allowing for a smooth handover in January. Mr Breakspear will continue to support the year group in his capacity of Deputy Head of Year. Miss Rose is looking forward to getting to know more students and working closely with parents and carers to secure the best possible experience, learning and outcomes for all Year 10 students.

Yours sincerely



Mr N D Owen  
**Senior Assistant Principal (KS4)**