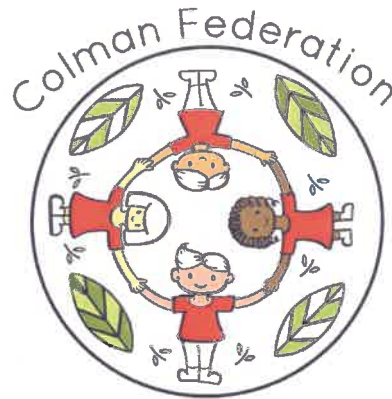


Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

7th February 2020

Dear Parents and Carers

I am writing to let you know that Ms. Williams will be leaving the school at half term. She has made the decision to retire from teaching, having worked at our school in various roles for the past sixteen years. Ms. Williams will be fondly remembered by so many children, families and colleagues for her warmth and kindness and she will be very much missed. I am sure that you will join us in wishing Ms. Williams every future happiness.

Beech Class will be taught by Mrs. Whiley until the end of the Summer term. Mrs. Whiley is an experienced primary teacher and will be with us until the end of this academic year so that the class receives as much consistency as possible. We are pleased to welcome her to our school and she is looking forward to getting to know the children in Beech class and their families. Mrs. Whiley will be in school for two days next week, spending time with Ms. Williams and the class. In the meantime we will be looking to recruit a permanent teacher ready for September. When I have further information about this, I will of course let you know.

If you have any questions about this matter, do let either myself or Mrs. Morley know; we are happy to help.

With best wishes

A handwritten signature in black ink, appearing to read 'Julie Sandford', written in a cursive style.

Julie Sandford
Executive Headteacher
The Colman Federation