

Our Ref: CWi/CSC

13 March 2024

Dear Parents/Carers

I am writing to inform you of a staffing change within Reception that will take effect after the Easter break. Mrs Radford will be leaving us at Easter as she has secured a promoted position in another school. While we are sad to see her go, we wish her all the best in her future endeavours and congratulate her on this exciting new opportunity.

I am pleased to announce the appointment of Mrs Lilley, who will be joining our school community as a member of the Reception team. Mrs Lilley brings with her over 10 years of experience working with Early Years Foundation Stage, and her wealth of knowledge and expertise will undoubtedly benefit our children in Fitzwilliam class.

We are confident that Mrs Lilley will seamlessly integrate into our team, and we will be working closely with her to ensure a smooth transition for both her and the children.

Please join me in extending a warm welcome to Mrs Lilley as she joins our school community. We are excited about the positive impact she will undoubtedly have on the learning journey of our children.

Thank you for your continued support and cooperation. If you have any questions or concerns regarding this staffing change, please do not hesitate to contact me.

Yours faithfully

Mrs C Wilby  
**Associate Principal**