



Larks Hill J & I School
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Friday 1st December, 2023

Dear Parents/Carers,

Year 2 Class Teacher

It is with sadness that I write to inform you that I am in receipt of Miss Parkhurst's resignation and that she will be leaving Larkshill at the end of this term.

This week, I successfully appointed a teacher to start with us in the New Year, Miss Jones. Miss Jones will be attending some key events in school between now and Christmas so I am sure you will have the opportunity to meet her then. Miss Parkhurst has informed the children today.

I am sure you will join me in thanking Miss Parkhurst for all her hard work this term and wish her all the best in the future.

Please do not hesitate to contact school if you have any questions or concerns,

Yours sincerely,

Headteacher