

Learning together and having fun



GREENWOOD TREE
ACADEMY TRUST

13/6/17

Dear Parents/Carers,

I am writing to let you know about a change to the office staffing currently. As you are aware, Mrs Norman is off work. We have arranged for the office to be covered in the following way:

Monday- Thursday Mrs Jo Ball
8.30am-12.30pm

Friday Mrs Briony Hosford (Mrs Hosford will take up the full time role in school in September)
9.15am- 2.00pm

We are very grateful to them both for stepping in at the last minute to support the school.

Thank you in advance for your support, as always.

Yours sincerely,

Sharon Hunt

Head teacher