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Tuesday 25th March 2025

Dear Parents and Carers,

We would like to inform you that our Senior Teacher, Mrs. Hall, will be retiring at the end of this term. Mrs. Hall has been an invaluable part of our academy family for the last couple of years, and her dedication, hard work, and care have made a significant impact on the lives of so many children.

To celebrate her time with us and show our appreciation, we are hosting a **surprise Celebration Assembly on Friday, 4th April, at 2:15 PM**. During this assembly, the children will perform a few songs in Mrs Hall's honour, and we will present her with a special gift as a token of our gratitude. We warmly invite all parents and carers to join us for this special occasion to celebrate her outstanding contributions. If you can attend, please RSVP via the form below so we can ensure we have enough chairs set up.

[Click here to RSVP](#)

If you would like to contribute towards a group gift for Mrs Hall, we would be grateful for any donations. Please feel free to come to the reception, where we can accept either cash or card donations. We also have a card that you can sign. Your kindness and support will be greatly appreciated.

Looking ahead to the summer term, we would like to inform you that myself, supported by Ms. Geach and Miss Rai, will be the senior members of staff in the academy. Should you have any concerns or need assistance, we will be available to support you moving forward.

Thank you for your continued support, and we look forward to seeing you at the celebration assembly.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Craig Hayes'.

Mr Craig Hayes
Executive Headteacher