



15 September 2020
POL/HoY/Clarke

Dear Parent/Carer

As we start the year I am writing to update you on a staffing change that will affect your son/daughter.

Miss Clarke, Head of Year, will shortly be starting maternity leave and has decided to return as a Maths teacher without Head of Year responsibility. I am pleased to inform you that Mrs Adams has been appointed as Head of Year 11. Miss Clarke and Mrs Adams will be working closely together over the coming weeks alongside Mrs Millyard (Pastoral Manager) to ensure all information is passed on.

I would like to thank Miss Clarke for the time and effort she has dedicated to the role over the years and wish her well with her maternity leave.

Mrs Adams and Mrs Millyard are very much looking forward to working positively and constructively with you during the remainder of this academic year. Please do not hesitate to contact them if you need to, their contact details are listed below.

Yours sincerely

MR M POOLEY
Assistant Headteacher

MRS J ADAMS
Head of Year 11
01435 866066 Ext 1230
jadams@heathfieldcc.co.uk

MRS O MILLYARD
Pastoral Manager Year 11
01435 866066 Ext 1248
omillyard@heathfieldcc.co.uk

