



ST JOSEPH'S PREPARATORY SCHOOL
Part of the Edmund Rice Family

15th March 2019

Dear Parents,

I am writing to inform you that Mr Smith will be leaving St Joseph's Preparatory School at the end of the Spring Term.

Mr Smith has decided to pursue his teaching career abroad and whilst we are sorry that he will be leaving us we wish him every blessing as he takes on a new role.

I am currently recruiting a suitable teacher who can quickly form a relationship with the children, continue to ensure that they are prepared for the transition to High School and prepare them for their starring roles in the Summer Prize Giving and Concert.

I will inform you as soon as I have made this appointment.

I will ensure that the children have an opportunity to meet the new teacher once appointed.

I appreciate that the children and yourselves will be disappointed to hear this news. We will all have the opportunity to thank Mr Smith for his work at St Joseph's and wish him 'Bon voyage' before he leaves at Easter.

Yours sincerely

S. D. Hutchinson .

Mrs S. Hutchinson BEd
Headteacher