



**RESPECT, HONESTY, COMPASSION, TEAMWORK, KINDNESS, RESILIENCE**

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10<sup>th</sup> January 2025

**Dear Parents and Carers,**

I am writing to inform you of a forthcoming change at Heage Primary School. Mrs. Clark, who has been a valued member of The Base, will be stepping down from her role as The Base Senior Supervisor due to health reasons. Her last day in The Base will be Friday, 17th January.

Mrs. Clark has been a kind and caring presence, supporting children with dedication and warmth. We are incredibly fortunate that she will remain part of our school community as a Teaching Assistant and Forest Lead, continuing to contribute to the well-being and success of our pupils in a different capacity.

We understand that change can bring questions, and we want to assure you that the process of appointing a new team member to The Base is already underway. The advert for the position will go live next week, and we will update you as soon as we know who will be taking over this important role.

On behalf of the school, I would like to take this opportunity to thank Mrs. Clark for her continued dedication and commitment to the children and our school community. While we will miss her in The Base, we are delighted that she will still be part of the team.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you for your ongoing support.

With Kindness

Mrs Hallam

Headteacher

Heage Primary School