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Dear Parent/Carer

6<sup>th</sup> January 2026

I am writing to let you know that Mr Clarke has decided not to return to work with effect from 31<sup>st</sup> December 2025.

I would like to reassure you that Miss Excell will continue in post and is booked via the supply agency right through to the Easter holidays providing consistency for our children.

Over the coming weeks the Senior Leadership Team and Academy Council will be considering how best to cover this vacancy from Easter onwards and I will keep you up to date with any developments as and when they occur.

I am sure you will join me in thanking Mr Clarke for everything he has done for our children over the last four years and we all wish him the very best for the future.

Yours sincerely

*Mrs D Cross*

Mrs D Cross  
Head Teacher

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