



09.11.18

Dear Parents and Carers of Children in Class 7

**Mrs Tawn**

I am writing to inform you that Mrs Tawn has informed us of her intention to resign from her post at Broadway East First School at the end of this term.

We are obviously very sad to be losing Mrs Tawn as she is an excellent teacher and a great team member. However, due to personal and family reasons, Mrs Tawn feels that this is action which she must take and we therefore must support her in her decision.

We have placed an advert this week for a new member of staff to work alongside Mr Burnett for two days per week. Please be assured that we will endeavour to employ another excellent teacher and even though we are close to Christmas, we will give this recruitment process the same rigour as usual. We will let you and the children know when we have succeeded in making the appointment and we will give the children the opportunity to meet the new teacher before Christmas.

Best wishes,

Helen McKenna  
Headteacher