

# LEOPOLD PRIMARY SCHOOL

## Hawkshead Road

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Executive Headteacher: Miss Rachel Mollett



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Executive Headteacher: Miss Rachel Mollett

5<sup>th</sup> January 2024

Dear Parents/Carers,

I hope you are all well and had a lovely break. I'm writing to update you on a temporary staff change at Hawkshead.

Miss Seymour will be taking personal leave during the spring term as she is going into hospital to have an operation. Her last day will be next Thursday, 11/1/24 and all being well, she will return after Easter.

In order to support her absence an Interim Headteacher, Ms Jarrott-Chase will be covering her absence.

Ms Jarrott Chase will be in every day next week shadowing and completing a handover with Miss Seymour. Please say hello if you see her and welcome her to the team. She is an experienced headteacher and is looking forward to joining the team.

With regards other changes, Mr Fagbemiro and Miss Bellou will remain as Senior Deputy and Assistant Head on site every day and I will remain as Executive Head on site two days a week. For the first few weeks of Miss Seymour's absence, I will be on site every day to ensure a smooth transition.

I know change can be unsettling, but we will do our best to keep everything as consistent as normal and we look forward to Miss Seymour's return after Easter.

Yours Sincerley,

**Miss Mollett**  
**Executive Headteacher**  
**on Behalf of Leopold Primary School**

