



Lightcliffe CE (VA) Primary School

Giving all the opportunity to succeed

Headteacher: Charles RV Woodbridge B.Ed (Hons)

Wakefield Road

Lightcliffe

HALIFAX

HX3 8SH

t: 01422 202235

f: 01422 200146

e: admin@lightcliffe.org

w: www.lightcliffe.org

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To Parents/Carers of pupils in Mr Sutcliffe's Class

Dear Parent/Carer

I am writing to inform you that Mrs Gillespie will be returning to school on 18 December following her Maternity Leave and will be teaching your child from 7 January 2019. Mrs Gillespie has been working with Mr Sutcliffe over the past weeks to ensure a smooth transition for these new arrangements.

I would like to thank Mr Sutcliffe for his valuable contribution to our school and wish him all the very best for the future. Hopefully we will be seeing him again soon.

If you have any questions regarding this, please do not hesitate to contact me in the usual way.

Yours sincerely

Charles Woodbridge
Headteacher