



Grazebrook Primary School
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Executive Headteacher: Mrs Michelle Thomas
Headteacher: Ms Jess Hutchison

Monday 18th December 2017

Dear Parents and Carers of 1G

Re: Miss Villeneuve

I am writing to inform you that Ms Villeneuve has made the decision not to return to Grazebrook Primary School after the Christmas Break.

Whilst this may be unsettling for the children, I would like to assure you that we have done everything in our power to ensure consistency for the children in 1G. Miss Laura Craig will be taking over as classteacher for the rest of the academic year taking them up to the summer break. Miss Williams will continue to oversee 1G in her capacity as Phase Leader and Miss Ohuka will continue to support Miss Craig as the teaching assistant in 1G.

Ms Villeneuve's last day at Grazebrook will be Tuesday 19th December 2017 and I'm sure you will all join me in wishing Miss Villeneuve success in her new venture.

In the meantime, should you have any questions, please do not hesitate to contact me.

Best wishes,

Jess Hutchison
Headteacher