
LANGTREE COMMUNITY SCHOOL

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14 September 2018

Dear Parents/Carers

I am writing to inform you of Miss Mellody's decision that she will be retiring at the end of this term.

Miss Mellody has been an amazing Head Teacher and has shown great commitment to the school, its staff and most importantly, the children for the last 26 years and I would like to take this opportunity to wish her well in her retirement.

As from January 2019, Mr Smale will take-up the position of Acting Head. In line with recruitment procedures, we will be advertising the position of Head Teacher in the New Year with the expectation of confirmation of appointment prior to Easter, and intended permanent appointment from September 2019.

Please be assured that through this time of change, I, along with my colleagues on the Governing Body, will ensure that we appoint the right person for the job, which will be to build on the success of Miss Mellody's leadership.

During this time of change, we will endeavour to offer stability and continuity for the whole school community. As always, if you have any questions, please don't hesitate to have a chat with either myself or any members of staff.

Yours sincerely

A handwritten signature in black ink that reads 'K Taylor-Coleman'.

Katherine Taylor-Coleman
Chair of Governors