



MARLBOROUGH PRIMARY SCHOOL AND NURSERY

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Head of School: Mrs. K. Gill

Executive Headteacher: Mr. G. Murrell

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December 17, 2018

Dear Parent/Carer,

RE: Mr Needham – Leaving News

We are writing to inform you that Mr Needham will be leaving Marlborough at the end of the Autumn Term in order to take up an exciting opportunity to work in a secondary school in the London Borough of Hillingdon.

Mr Needham has made a very positive contribution as a specialist PE teacher at Marlborough for over 7 years. In addition, he has always been willing to give up his own time to lead, organise and support many extra-curricular sports activities and school trips, including several successful residential journeys.

We are sure you will join us in offering Mr Needham our thanks for his considerable efforts and achievements and in wishing him well for the future.

Please be assured that we are in the process of finalising arrangements to ensure that the children continue to receive PE lessons delivered by a specialist.

Thank you for your continued support and understanding.

Yours sincerely,

A handwritten signature in black ink that reads "G.R. Murrell".

GR Murrell (Executive Headteacher)