

Wednesday 22nd November 2017

Dear Parents / Carers

At the end of this term, Ms Cheetham will be retiring from her post at St Mary's after 25 years service. I am sure you will join us in wishing her well and many of you will want to join us to celebrate this occasion.

The following things have been planned to allow all of us to give Ms Cheetham a fond farewell:

- A collection has been started to allow the school community to purchase a gift as a gesture of our appreciation. If you would like to contribute to this, please send your contribution in an envelope marked for Ms Tuplin by Thursday 7th December.
- We will be compiling a memory book with contributions from pupils, parents and staff. If you have a memory, photo or anecdote you would like to share, please write it down and put it in an envelope marked for Ms Tuplin by Monday 11th December. Please share this with past parents and pupils.
- A special assembly will take place on Friday 22nd December at 9am with refreshments afterwards. It would be lovely to see as many people there as possible. Please extend this invitation to past parents and pupils as I know Ms Cheetham would love to see them.

Kind Regards

Ms L Tuplin
Deputy Headteacher