



8<sup>th</sup> January 2018  
18/BM/te

Dear Parent/Carer,

I write to inform you that Mr Jenkinson, Head of Year 7, left the Academy at Christmas to undertake a new job opportunity.

We are currently advertising for a replacement and will ensure a high quality replacement is secured and is in post as soon as possible.

In the meantime, the Head of Year 7 duties will be shared amongst the Year Leader team. Should you require assistance from a Head of Year please contact the Main Academy Reception in the first instance and they will put you in touch with an appropriate member of the team who will be able to help you.

We will hopefully be in touch shortly with details of the new Head of Year.

Yours sincerely

Ms B Matthews  
Headteacher