



## COLMAN INFANT SCHOOL

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Mrs Julie Sandford  
Interim Headteacher

Ms Helen Wardale  
Chair of Governors

24<sup>th</sup> June 2019

Dear Parents and Carers,

### School Office

I am writing to let you know that Mrs. Trotter has made the decision to retire. She has run the school office for the last three years, is well-known to all and will be very much missed. Mrs. Trotter's last day in school will be this Wednesday, 26<sup>th</sup> June and we wish her every happiness in her retirement.

Until the end of the summer term, the office will be manned by Mrs. Thurston every morning and by Colman Junior School office staff in the afternoons. There may be occasional afternoons when Colman Junior School staff are not available and we will then do our best to cover the office internally; your patience and understanding in this transitional phase would be much appreciated. From September the school office here will be managed centrally from Colman Junior School but with admin staff in place full-time on site.

If you have any questions about this, do let me know.

With best wishes

Julie Sandford  
Headteacher