

Outwood Primary Academy Lofthouse Gate Canal Lane, Lofthouse, Wakefield, West Yorkshire, WF3 3HU Tel: +44(0)1924 821160

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Chief Executive Principal, Primary: Mr Lee Wilson Principal: Mrs Lynsey Hadfield

14 December 2021

Dear Parents/Carers

RSS Staffing - January 2022

I am writing to inform you that Mrs Smith will be leaving us at the end of this half term. She will be taking on a full time position at another academy within the Trust.

We have secured an appointment of a class teacher for the remainder of the academic year and this will include a shadowing period with Mrs Spencer to assist with the transition between the staff.

Mrs Smith's last day at Lofthouse Gate will be Thursday 16 December.

I am sure you will join me in wishing Mrs Smith well and thanking her for all of the love, care and support she has given to the families within Lofthouse Gate.

Many thanks for your continued support

Mrs Hadfield Principal

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The Outwood Grange Family of Schools