

Dear Parent/Carer,

I am writing to update you on staffing changes to our admin team.

Mrs Mullooly has been successful at securing herself a promotion to HR & Business Coordinator where she will work across four of the primary schools within the Trust.

We would like to take this opportunity to thank Mrs Mullooly for all her hard work, enthusiasm and genuine love for the job that she has done for many years. Whilst she will be undoubtedly missed by the children, staff and parents alike, we are very proud of her achievement and wish her all the best for the future in her new role.

Yours faithfully,



Mrs L Cooke