15th January 2015

Dear Parents,

**Head Teacher Retirement**

I am writing, on behalf of the Governing Body, to inform you that our Head Teacher, Mrs. McMillan has taken the decision to retire from her post on 31st August 2015 after 16 years of dedicated, conscientious and enthusiastic service to the school.

I would like to take this opportunity at an early stage to thank Mrs. McMillan on behalf of all the children, parents, staff, parish community and governors for her invaluable contribution and commitment to the continuing success of our school. During her time with the school she has led with vision, determination, passion and enthusiasm and this has allowed the school to be successful and build firm foundations for future success.

Moving forward I can assure all parents and children that the Governing Body has agreed a robust and structured recruitment process and timetable to enable a new Head Teacher to be in place for the start of the new academic year in September 2015. The vacancy will be formally advertised week commencing 19th January 2015.

Please be assured that we expect there to be no disruption to the management of the school for the remainder of this academic year.

I thank you for attention to this matter and hope that you will continue to support the school and Mrs McMillan over the coming months.

If you have any questions relating to this announcement please do not hesitate to contact any member of the Governing Body or myself.

Yours sincerely

Michael Currie

Chair of Governors

St Marys R C Primary School