



Queenswood Primary School

Yates Way, Ketley Bank
Telford, TF2 0AZ
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Headteacher: Ms J Clarke
Deputy Headteacher: Mrs E Willoughby
Chair of Governors: Mr P Dyson



15th June 2017

Dear Parent/Carer

As you are probably already aware, unfortunately Ms Clarke is currently off work due to illness. In her absence the governors have agreed to appoint Mrs Willoughby as the Acting Head until Ms Clarke returns.

If you should have any concerns or need to speak to Mrs. Willoughby, could I please ask you to speak to Marie or Teresa in the office who will happily make you an appointment at a convenient time.

As always, thank you for your continued support of Queenswood and all that we endeavor to do for your child.

Kindest regards

Mr P Dyson
Chair of Governors

Our School Values

Achievement Honesty Confidence Respect Happiness Responsibility Compassion