



OLD PALACE PRIMARY SCHOOL



St Leonard's Street, Bow, London, E3 3BT • Tel: 020 8980 3020
Email: admin@oldpalace.towerhamlets.sch.uk • Website: www.oldpalaceprimary.co.uk



13th December 2017

Dear Parent/ Carers of RD

Miss Dawson will be starting her maternity leave at the end of this term.

I am writing to inform you that Ms Manzi will be taking over as the teacher from January 2018. Miss Manzi is an experienced teacher and has been in school today and will be here on Friday to get to know the children before she takes over the class. She will be in the playground at the end of school day on Friday, should you wish to meet her.

The class will be renamed RM.

I am sure you will join me in thanking Miss Dawson for all her hard work and in wishing her the best of luck over the coming months.

Yours faithfully,

Head teacher



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