



# OLD PALACE PRIMARY SCHOOL



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18<sup>th</sup> December 2023

Dear RD parents/ carers,

From the 8<sup>th</sup> January 2024, Ms. Duong will be joining the Reception team on her return from maternity leave. She will be teaching RD Monday- Wednesday and Ms. Dawson will continue to teach RD Wednesday- Friday. For consistency for the children, Ms. Dawson and Ms. Duong will cover each other for their planning, preparation and assessment time on a Wednesday.

Ms. Duong has been at Old Palace for many years as a Reception and KS1 teacher. She will be onsite tomorrow and meeting RD in the afternoon. She looks forward to working with you all in the Spring term.

Kind regards,

Miss Millward  
Deputy Head



Headteacher: Mr G. Palmer BA (Hons)  
Business Manager: Michele Walsham