



Alban City School
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9th May 2018

Dear Parents and Carers,

As you may know, Miss Novell will be on maternity leave after half term, so her last day at work will be the 25th May.

We are very pleased to have appointed Miss Sophie Howes to teach Apple class in Miss Novell's absence. She will be visiting the class for the day on Friday 11th May so that the children can meet her and she can begin to get to know them.

As Miss Novell has taught the class for the majority of the year, she has written their annual reports and these will be sent home before the end of this half term.

Yours sincerely,

Mrs J Goddard and Mrs G Stray
Co-Headteachers