

11th December 2020

Dear Parent/Carer – Reception/Year 1

I am writing to inform you of the wonderful news that Mrs Cooke, who has been working in Early Years at Greystone for many years, has been successful in securing a teaching post at a school in York.

We are also delighted to let you know we have appointed Miss Beswick, who has been working at Huby C of E Primary School and is experienced in Early Years, to commence teaching in the Reception/Year 1 class in January 2021.

I am sure you will all join with me in congratulating Mrs Cooks in her appointment and welcoming Miss Beswick in the New Year.

Kind regards.

Yours sincerely



Miss V Kirkman
Principal



Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)
Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

CONFIDENTIALITY NOTICE: This letter, including any attachments, is for the sole use of the intended recipient(s) and may contain privileged information.
Any unauthorised review, use, disclosure or distribution is prohibited.

If you are not the intended recipient, please contact the Outwood Grange Academies Trust and destroy all copies of the original letter.