



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

3rd November 2024

Dear Parents / Carers,

I hope that you have all enjoyed a lovely half term break.

I am sorry to inform you that Miss Carmichael has taken the decision to resign from her role as class teacher of Year 4 for personal reasons. Therefore, I am now undertaking a recruitment process to secure a new teacher for the class and I hope to have this concluded as soon as I can.

In the meantime, Miss Baxter and Miss Richards will continue to work with the class alongside a supply teacher to ensure that the children continue to get the best education. Miss Urban, Miss Bexley and Miss Cavanagh will be on hand to support them; as will Mr Dawson as Phase Leader and Deputy Headteacher.

Sadly, the upcoming open evenings will be delayed until a new teacher can be found.

If you have any questions, please just pop to the office and I will come and speak to you.

Yours sincerely,

Mrs Robertson

Redcar Road, Sunderland, Tyne & Wear SR5 5AU Tel: 0191 549 1509 Email: office@wwprimary.org.uk
www.willowwoodprimary.org.uk

