

# Oak View Primary and Nursery School

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Headteacher: Yvonne Davis

22<sup>nd</sup> November 2017

Dear Parents

Unfortunately, I am writing to advise you that Mrs Jay will be leaving Oak View School on Friday 8<sup>th</sup> December.

Mrs Jay is one of our Senior Teaching Assistants and has been a member of staff at this school since January 2003.

We would like to thank Mrs Jay for the contribution she has made to Oak View School. She will be missed by the children, their families, staff and governors but I am sure you will want to join with us in wishing her all the best for her future career.

Yours sincerely

**HEADTEACHER**



*Empowering skilful, independent learners for the future*



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