



Park Grove
PRIMARY ACADEMY

10th September 2018

Dear parents/carers,

I am writing to inform you that Claire Clarke will be leaving Park Grove on Thursday 20th September.

Mrs Clarke has been successful in securing an office administrator position at York Montessori Nursery in Strensall. This is great opportunity for Mrs Clarke to work nearer her home whilst still working with children and their families.

Mrs Clarke is a well-loved member of staff and is held in high esteem by the children, staff, parents and governors. She has been with us as office manager for 12 years and can always be relied upon as a great source of knowledge and support for everyone at Park Grove.

Although we will miss her greatly I am sure you will join me in congratulating her on her new role and wish her well.

Mrs Naomi Chambers will be joining the Park Grove team and will take up the post of office manager. She has already been into school to work in the office and we're sure she will be a great asset to the team.

Best wishes

Helen Steel
Acting Headteacher
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