

# SWINDON VILLAGE PRIMARY SCHOOL

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**Head Teacher:** Mr G Mills BA Hons (QTS), NPQH

10<sup>th</sup> December 2021

Dear Parents,

I am writing to inform you that Mr. Clayton will be leaving us at Easter. As we all know Mr. Clayton is a wonderful and talented teacher and there is no surprise that he has been able to secure a promotion to Assistant Head Teacher at Longlevens Infants School. Mr. Clayton will continue his fabulous teaching in the New Year and will make sure your child continues to grow both academically and socially. In the New Year I will start the process to recruit another amazing teacher for your child's summer term and as always I will keep you informed with developments when I have them.

I do hope you can appreciate that the timing of the above information is crucial and as such I felt it important to inform you after your parents' evening slot. This has allowed Mr. Clayton and yourselves to have complete focus on your child and how they have been getting on since September.

Many thanks and take care



**Mr. Mills**  
**Head Teacher**