



POTTEN END C of E PRIMARY SCHOOL

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Head Teacher
Miss Louisa Ingram

Dear Parents & Carers

26 June 2018

I am writing to invite you to join the school community in saying "farewell" to Reverend Penny Nash at 8.50am on Wednesday 18 July.

Please deliver your child to their classroom for registration as normal and then gather in the courtyard where staff will say a few words and pupils will share some prayers they have written.

We are undertaking a collection for Reverend Nash and donations are welcome through WisePay. We are aware that Holy Trinity Church are also undertaking a leaving collection for Reverend Nash and that her last service will be held on Sunday 29 July. You may therefore, feel this is a more appropriate forum for you to say thank you and wish her all the best for the future.

Yours sincerely

LOUISA INGRAM

Head Teacher