



POTTEN END C of E PRIMARY SCHOOL

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Head Teacher
Miss Louisa Ingram

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Dear Parents,

Re: Head Teacher Update

Just a short note to make you aware that with immediate effect, Louisa Ingram will be out of school until after October half term.

To ensure continuity of school leadership, I am delighted that Mrs Nikki Comer, has agreed to come and join us as an interim Head teacher, until Miss Ingram returns. Mrs Comer had a successful headship at Great Gaddesden C of E School from September 2012 until December 2017, when she left to go travelling. Having driven to Croatia and back, she has recently returned to Hertfordshire and will be working closely with Mrs Brown, Mrs Hall and the team at Potten End to ensure the continued smooth-running of our lovely school.

Mrs Comer will start with immediate effect (12 October) and will be welcoming children and meeting parents at the end of the school day on Monday 15 October.

Thank you for your continued support in our school. In the meantime, I ask you to join me in formally welcoming Mrs Comer to the school community.

If you have any questions you wish to raise please contact me at chairofgovernors@pottenend.herts.sch.uk or any one of the Governing Body whose contact is on the school website.

Yours sincerely,

Liz Illingworth
On behalf of the of Governing Body