



POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Telephone 01442 865022

Head Teacher
Miss Louisa Ingram

e-mail: admin@pottenend.herts.sch.uk
www.pottenend.herts.sch.uk

21 December 2018

Dear Parents and Carers

As this term comes to an end, please can I take the opportunity to thank you for your continued support of the school. It has been lovely to see so many of you enjoying the recent performances and concerts.

From the start of the Spring Term we will be making a few changes to our staffing structure to enable Mrs Brown to expand her role as Deputy Head. Mrs Brown will be in school on Mondays, Tuesdays and Wednesdays, and will teach Year 5 on Wednesday mornings.

We are very pleased to say that Mrs Wager will be joining Year 3, teaching on Thursday and Friday mornings. The lovely Mrs Bailey will be teaching in Year 3 on Friday afternoons.

From January Mrs Willis will be teaching Year 1, on Mondays.

If you have any questions regarding the above changes, please do not hesitate to contact me.

Enjoy a lovely break and we look forward to welcoming everyone back in 2019.

Miss Louisa Ingram
Head Teacher