

Our Ref: 081 15

4<sup>th</sup> June 2015

To all Parents/Carers of Students in Year 7

Dear Parent/Carer

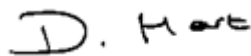
As I write to you, your son is rapidly approaching the end of his first year at St Margaret's - it has gone so quickly!

It is now time to hand over the pastoral care of the year group to Mr Lightfoot, who will continue to support your son through to the end of Year 11. I can assure you that the boys are in good hands with Mr Lightfoot! He is an extremely experienced Head of Year and I am sure that he will build an excellent relationship with both your son and yourselves in the coming years.

The reason for this change is so that I can now concentrate on my other responsibility as Transition co-ordinator, working with our prospective Year 7 students to ensure that their start at secondary school is a successful one.

I would like to take this opportunity to wish your son good luck for the future and also to thank you for your support this year. I will continue to be available this half term as a point of contact alongside Mr Lightfoot, if needed, so please don't hesitate to contact me if I can be of any assistance during the final half term of this academic year.

Yours faithfully

A handwritten signature in black ink that reads "D. Hart". The letters are slightly slanted and the ink has a natural, fluid appearance.

**Mrs D Hart**  
**Head of Year/Transitions co-ordinator**