



Fulwood and Cadley Primary School

"Wish it, Dream it, Do it. Be Unique."

Cadley Causeway · Fulwood · Preston · PR2 3QT

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www.fulwoodandcadleyprimaryschool.com

Headteacher - Mrs France



21st December 2023

Parents/Guardians of all Pupils

Dear Parent/Guardian

Re: Fond Farewell to Mrs Smith

The last day of the Autumn term marks the end of Mrs Smith's time with us at Fulwood and Cadley. After starting with us in November 2013, Mrs Smith our School Business Manager has become an integral part of school family and has guided the school well through some turbulent times. I would like to take this opportunity to thank Mrs Smith from the bottom of my heart for her dedication, hard work and sheer determination to make the school the best it can be.

As an experienced business manager she has not only ensured the school is well managed financially but she has trained, guided and inspired so many other business and office managers across the district. She has successfully managed many projects across the school and throughout the years, the largest being the breakfast and afterschool club which is a vital part of our provision and an incredible space.

Ensuring the school is always looking forward and supporting us always in doing so with a financially secure base, Mrs Smith's contribution to school will be greatly missed. There will never be enough words to thank her for all that she has done for the school, parents, pupils and staff.

Despite our heavy heart we do wish Mrs Smith well on the next part of her adventure whatever and wherever that may be. We have been very lucky to have had Mrs Smith's significant contribution to school for such a long time and we wish her all the best.

In January we will be welcoming Mrs Amy Royle to join our school family, taking over the role of School Business Manager, we are sure she will make a great start and quickly become an important part of the team. Mrs Smith will be with us for a few days in January in order to support Mrs Royle in her new role and ensure she has the best start possible.

Have a wonderful Christmas break and we look forward to seeing you all back safe on the 8th January 2024.
Yours faithfully

K. France

Mrs France

