



Greenway Primary & Nursery School



Crossways, Berkhamsted, Herts, HP4 3NH
Tel: 01442 866249 Fax: 01442 874252

Head Teacher: Katharine Ellwood

Friday 22 June 2018

Dear Parents/Carers,

You will already be aware that we have two staff leaving at the end of this term. If you would like to make a contribution towards their leaving present, please complete the slip below indicating who your contribution is for and return to the office by **13 July 2017**

Members of Staff leaving:

Mrs Duffield
Mrs Harris

Mrs Duffield

Mrs Duffield joined Greenway as an NQT in September 2012.

Mrs Harris

Mrs Harris joined Greenway in September 2014.

Katharine Ellwood
Head Teacher

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Please return **by 13 July 2018** in an envelope marked "School Office"
My contribution (cash only please) is for the following members of staff:

Mrs Duffield

Mrs Harris