



Greenway Primary
& Nursery School



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

Head Teacher: Katharine Ellwood

Dear Parents/Carers

14th January 2019

Staff leaving

Mrs Letheren

You will be aware that Mrs Letheren (formally known as Miss Cooper) our Year 1 teacher will be leaving Greenway to have her baby this month. Her last day at Greenway will be Friday 25th January. Mrs Letheren has been at Greenway since September 2015 teaching Reception and Year 1. Since being at Greenway she has got married and now she is expecting her first child in February. She is a valued member of the Greenway team and we wish her well.

Mrs Hill

Mrs Hill will be leaving Greenway at the end of this month. Her last day will be Thursday 31st January. Mrs Hill started working in the office at Greenway in June 2009 and has been a vital member of the office team. Over the years she has been in charge of organising the payment of school dinners with parents, all the organisation and booking of school trips and residential's, checking and printing all the annual school reports, answering phonecalls, emails and sending texts and being 'front of house' for our parents! She has carried out all of these roles with enthusiasm, good humour and a smile! Her infectious laugh and good nature will be missed by us all and we wish her well as she spends more time with her husband travelling!

If you would like to make a contribution (cash only please) towards their leaving presents, please return to the office in an envelope marked 'Mrs Letheren' and/or 'Mrs Hill'.

Mrs Letheren return your contribution to the office by **Monday 21 January**.

Mrs Hill return your contribution to the office by **Friday 25 January**.

Regards
Katharine Ellwood

