

The Cottesloe School

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Headteacher: Mr A McBurnie BEd (Hons), MBA



19th December 2016

RE: Year 10

Dear Parent / Carer

As you are probably aware, Mrs Lambourne will be leaving us at the end of this term to begin her maternity leave. Mrs Curtis will be taking charge of the year group as Acting Head of Year 10 during Mrs Lambourne's absence.

Over the past few weeks, Mrs Curtis and Mrs Lambourne have been working closely together to ensure a smooth hand over. Any queries or concerns you have that Mrs Lambourne was dealing with, will now need to be directed to Mrs Curtis.

Many thanks for your support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Jones', written in a cursive style.

Mr S Jones
Deputy Headteacher
Student Pastoral Care, Community Links and Communication