



Christ Church
CE Primary School

Growing and Learning Together in Christ

Executive Headteacher Mr Van Hecke

Head of School Mrs K. James

Dear Parents and Carers,

I am writing to share some bittersweet news regarding a valued member of our school community.

We are pleased to announce that **Mrs K Hayward-Sampson**, our senior office administrator, has secured a well-deserved promotion within the Sycamore Church of England Trust. Mrs Hayward-Sampson has worked at the school for over six years and while we are delighted for her, this does mean that she will be leaving Christ Church Primary School. Her final day with us will be **Friday 3rd October**.

Mrs Hayward-Sampson has been an integral part of our school, supporting children, families, and staff with warmth, professionalism, and dedication. Her friendly presence and deep knowledge of Christ Church and its community have made a lasting impact, and she will be greatly missed by all.

Although she won't be far—continuing her work within the wider Trust—her departure leaves a significant void, and we know many of you will join us in wishing her every success in her new role. On behalf of the children, staff, and Academy Committee, we thank her for her outstanding service and commitment.

The process of recruiting a suitable replacement is already underway, but it will take time to ensure we find the right person for the role. In the interim, our school office will be operating with reduced capacity.

Office opening hours will be 9:00am to 4:00pm Monday to Wednesday and 9:00 to 3:30 Thursday and Friday, we kindly ask that contact continues via phone or email, where messages can be left and will be responded to as promptly as possible.

We will keep you updated once a new appointment has been made.

Once again, we extend our heartfelt thanks and best wishes to Mrs Hayward-Sampson as she begins this exciting new chapter.

Mr Van Hecke
Executive Headteacher

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