



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

Headmaster
Mr Nicholas Bevington
head@townclose.com

14 Ipswich Road,
Norwich, Norfolk NR2 2LR
(01603) 620180
www.townclose.com

23rd September 2016

Dear Parents

As you know Mr Avenal and his wife are expecting the birth of their second child. We had arranged for Mrs Parker to cover his two-week paternity leave. However, we have now had to change this provision. I am pleased to be able to tell you that Mrs Chuter will now be covering 3A. She has worked at Town Close over a number of years and spent the majority of her time in the Junior Department.

Mrs Chuter is going to join 3A on Monday for their trip in the afternoon and she will be coming into school on Wednesday morning. This will give the children time to see her and to start to get to know her before she starts teaching them.

I know that not all of you will have had the chance to meet Mrs Chuter and so we would like to invite you into school on Monday 26th September at 4.00pm to join us for a cup of tea and a slice of cake in the Green Room. Please can I ask that you collect your children first and then bring them with you to meet Mrs Chuter.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Stuart B. Coulthart
Deputy Head

dephead@townclose.com