



# Longmeadow Primary School

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**Headteacher: Mrs Emily Howley**

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3<sup>rd</sup> May 2022

Dear Parents/Carers

I am writing to inform you that, following her recent successful interview for the headship of a primary school near Norwich, Mrs Howley will be relocating to Norfolk. Mrs Howley's last day at Longmeadow Primary School will be Friday, 6<sup>th</sup> May.

As you know, Mrs Howley has led Longmeadow Primary School with dedication and commitment since her appointment in September 2017. I am sure you will wish to join me and the rest of the governing board in expressing our thanks to her for her service to our school and families and to wish her every happiness and success with her exciting move to Norfolk.

I would also like to take this opportunity to update you on the arrangements the governors have made to ensure continuity of leadership. Following discussions with, and support from, Hertfordshire County Council, I am pleased to be able to confirm that Ms Mikki Caplan will be the acting headteacher from Monday 9<sup>th</sup> May.

Ms Caplan is an experienced senior leader from another Hertfordshire primary school, and we are delighted that she is able to join us here at Longmeadow. Ms Caplan will be working closely with the rest of the senior leadership team at Longmeadow and will be in contact with you soon to introduce herself.

Please also be assured that the governors will now be working closely with Hertfordshire County Council to appoint new permanent leadership for the school. I will update you on that process later this term.

Yours sincerely

**Melany Knowles, Chair of the Governing Board**