



St Mary's Catholic Primary School

Headteacher: Mrs Helen Armstrong

Diocese of Plymouth

20th February 2017

Dear Parents and Carers,

As you may have heard, Mrs. Armstrong was admitted to hospital on the first weekend of the half term holiday having suffered a heart attack. Following surgery she has been released from hospital to recover at home. We are sure you will join us in praying for her (and her family) as she begins on her pathway to recovery. Your kind thoughts, words and prayers will undoubtedly help as the family support her.

In terms of communicating your own personal support, please leave your messages with the office staff who will then pass them on to Mrs. Armstrong and her family.

The time it will take for Mrs. Armstrong to recuperate is unknown at this time. However, we would like to reassure you with regards to the ongoing leadership of the school. The Senior Leadership Team will step into the following roles and continue with their commitment to school improvement:

Mr. Howard, Acting Headteacher.

Mrs. Betts, Acting Deputy Headteacher.

Mrs. Neal will continue in her SLT role as EYFS & Key Stage 1 Leader.

Mrs. Rushton will continue in her SLT role as the School Business Manager.

Further support will be offered by CAST as well as the Governors of the school in order to ensure that our journey of self-improvement continues.

With the arrangements above in place, we can assure you that the school is committed to upholding Mrs. Armstrong's high standards. We will update you as soon as any further information regarding recovery time is known and will also be sending you the second edition of the "Where We Are Now" letter which will keep you updated on our progress towards the improvements we are making.

A member of the Senior Leadership Team will continue to be on duty, as normal, every morning and afternoon. Please, though, bear in mind our procedures with regard to communication:

First contact: Class Teacher end of day. **Second contact:** Class Teacher appointment via office.

Third contact: Appointment with a member of SLT, made via office.

Please continue to keep the whole school community in your thoughts and prayers.

Yours faithfully,

R Howard

Mr. Richard Howard
Acting Headteacher.



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