



Holtsmere End Infant and Nursery School
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Headteacher

Mrs Nicola O'Connell BA (Hons) MEd (Cantab)

19.1.23

Dear Holtsmere families,

I am writing to let you know that in recognition of Mrs O'Connell's experience and success as a Headteacher she has been asked by HFL Education to support Westfield Primary School in Berkhamstead as an Interim Headteacher as their current Head is unfortunately absent due to illness. It is hoped that she will return soon. A new Headteacher has been appointed for the school for September 2023. This arrangement will begin next week and we will inform you when it ends.

Miss Razzaque, our Deputy Headteacher will be on hand to deal with any day to day issues which may arise on the days Mrs O'Connell is offsite. Miss Razzaque will continue teaching Chestnut class 3 days a week.

Mrs O'Connell will be in school at Holtsmere on Wednesday, Thursday and Friday and will be in constant contact with the team. Her main priority and focus is Holtsmere End Infant and Nursery School. Miss Razzaque is a very experienced Deputy Headteacher and she is supported by a highly qualified Senior Leadership Team who are all passionate about the children at Holtsmere and will work hard to minimise any disruption during this period.

I fully support Mrs O'Connell in accepting this opportunity, the role will allow her to pass on her expertise and to learn new initiatives from another school.

If you have any questions please do not hesitate to ask Mrs O'Connell tomorrow, either on the playground or by telephone or email.

Yours sincerely,

Mrs Jane Bisseker

Chair of Governors

