

Yox Valley Partnership



Primary School



Academy Head - Gail Jerman

head@yoxvalley.org

Website: www.yoxvalleypartnership.org

13th October 2021

Dear Parents and Carers,

Re: Office Manager at Middleton Primary School

I am writing to advise you that Mrs Tanya Miley, our Office Manager at Middleton Primary School, has resigned from her position and will be leaving us on 21st October. Tanya has been a valued member of staff for the past few years, and is going to be truly missed. I would like to take this opportunity to publically thank her for her support, hard work and loyalty during her time with us and wish all the very best on her new venture.

We are currently in the process of recruiting a new member of staff to join our team as soon as possible. We are looking for someone who will be in the classroom but also have some daily administrative responsibilities. In the interim period, please be patient with us. If you need to call the school and there is no answer, then please leave a message on the answer machine, and a member of staff will get back to you as soon as possible. They will be checking the messages during break and lunchtimes and again just before the end of the day in case your message is related to picking up.

If you have a concern or a question about anything related to Arbor, then please feel free to call either Maria Clark in the Southwold Office or Julie Rahman in the Yoxford and Peasehall Office; they have both got access to the Middleton system so will be able to help you. The telephone numbers and email addresses are at the bottom of the page.

Alternatively you can either email me on head@yoxvalley.org or Mrs Youngman on r.youngman@yoxvalley.org and we will respond as soon as possible.

Thank you very much for your understanding during the next few weeks. I will keep you updated on the recruitment process, once we have successfully appointed a new member.

Yours sincerely

Gail Jerman
Academy headteacher

Never giving less than our best

Yoxford and Peasehall Primary School, High Street, Yoxford, Suffolk. IP17 3EU

Email: officeyoxford@yoxvalley.org

Tel: 01728 668291

Middleton Primary School, Rectory Road, Middleton, Suffolk. IP17 3NW

Email: officemiddleton@yoxvalley.org

Tel: 01728 648251

Southwold Primary School, Cumberland Road, Southwold, Suffolk IP18 6JP

Email: admin@southwoldprimaryschool.org

Tel: 01502 723137