



Dear Parents,

25<sup>th</sup> March 2022

I am writing to inform you that I will be spending the next few months as Acting Headteacher at Brackenwood Juniors. I will be regularly attending Poulton Lancelyn to ensure smooth running.

Brackenwood Juniors is part of The Oak Trees MAT and I will be covering the Headteacher's absence in the short term. Mr Milne, Deputy Head at Poulton Lancelyn, will be in charge during the times of my absence.

Thank you for your support.

Yours sincerely,

**Mrs Arnold**  
**Headteacher**