



# Greenway Primary & Nursery School



Crossways, Berkhamsted, Herts, HP4 3NH  
Tel: 01442 866249 Fax: 01442 874252

Head Teacher: Katharine Ellwood

27 March 2019

Dear Parents/Carers,

## **Mrs Hawkins**

Mrs Hawkins joined Greenway as a class teacher in September 2014. For the last three years however she has not been based in a class, but instead has provided regular cover for teachers' PPA and leadership/subject leadership time. As a result she has taught practically all the children in the school!

Sadly, Mrs Hawkins has decided to leave Greenway at the end of April so that she can be at home to support her children. She has been a valued member of our school team and we wish her well.

If you would like to make a contribution towards her leaving present, please complete the slip below and return to the office by **5 April 2019**.

Katharine Ellwood  
Head Teacher

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Please return **by 5 April 2019** in an envelope marked "School Office"  
My contribution (cash only please) is for Mrs Hawkins