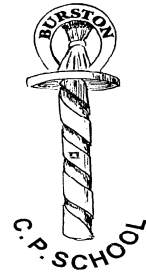




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**Executive Headteacher : Mark Carlyle**

18<sup>th</sup> January 2019

Dear families,

It has been a pleasure to get to meet a number of you this week and thank you to everyone who has come – or is intending to come – to the informal chats with me this week. Your feedback is really helpful to me in terms of building an understanding of the schools.

I have spent the last couple of weeks moving across both schools, looking at systems and routines. I would like to try to have a more regular routine in terms of when I am in both schools, so I have attached a timetable below, indicating when I intend to be at Burston and Tivetshall. Obviously this is subject to change and I do have a number of meetings off-site, so it is always worth checking with the school office if you would like to see me. Hopefully this will give you a sense of where I will be and when.

|                  | <b>Mornings</b>    | <b>Afternoons</b>  |
|------------------|--------------------|--------------------|
| <b>Monday</b>    | Burston            | Tivetshall         |
| <b>Tuesday</b>   | Burston all day    | Burston all day    |
| <b>Wednesday</b> | Tivetshall         | Burston            |
| <b>Thursday</b>  | Tivetshall all day | Tivetshall all day |
| <b>Friday</b>    | Flexible           | Flexible           |

As ever, if you have any questions then do please let me know.

Many thanks

Mark Carlyle

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