Richard Avenue Primary School Hurstwood Road Sunderland SR4 7LQ

Head Teacher: Mrs K L Todd



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## 4<sup>th</sup> November

Dear Parent/Carer,

I am writing to you on behalf of the Board of Governors of Richard Avenue Primary School. Today we have been made aware of the content of a letter issued to parents yesterday, Tuesday 3<sup>rd</sup> November, from our Headteacher. Richard Avenue Primary School is a vibrant, inclusive and multicultural primary school and I would like to assure you the Governing Body are listening to concerns raised by parents.

As Chair of Governors, I can confirm the Governing Body are taking the concerns seriously and following school procedures, we are dealing with the situation appropriately.

Yours sincerely

Mrs R Evans

Chair of Governors























