



Happiness  
Esteem  
Achievement  
Responsibility and  
Respect  
Truth  
Spirituality and Service

# Hilltop Infant School

Hill Avenue, Wickford, Essex, SS11 8LT  
Email: [hilltopinf.admin@heartsacademy.uk](mailto:hilltopinf.admin@heartsacademy.uk)  
Website: <http://hearts-hilltopinf.uk>

Tel: 01268 762531

Head of School: Mr D Chapman



7<sup>th</sup> November 2017

Dear Parents/carers,

## **Mrs Jackson**

We are writing to inform you that, unfortunately, Mrs Jackson will be leaving us at Christmas. Mrs Jackson has played a vital role in our school community and she will be greatly missed by children, staff and parents. We would like to take this opportunity to thank Mrs Jackson for her time at Hilltop Infant School and we would like to wish her all the best for the future.

We are currently in the recruitment process and will let you know as soon as we have appointed the new member of staff. We want to ensure you that we will do everything we can to make this transition as smooth as possible for all the children.

If you have any questions or concerns, please contact the office or Mr Chapman, Head of School.

Kind regards,

Mr D Chapman  
Head of School