



**Chair of Governors:** Mrs. S. Miller  
**Headteacher:** Mr. T. Richards B.Ed (Hons) NPQH  
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Tuesday 14<sup>th</sup> of March 2023

Dear Parents/Carers,

I am writing to you today as Chair of Governors to inform you of some changes that will affect our school for the next two years. Mr Richards has requested a secondment from our school to act as headteacher of Coedffranc Primary School from this Easter until Easter 2025. I, as Chair of Governors have agreed to his request.

This provides Mrs. Danielle Harris with the opportunity to take up the role of acting headteacher during the time that Mr. Richards is away from the school until Easter 2025. The position of acting deputy headteacher will be advertised within the school and filled before the Easter holidays. Miss Watkins will be covering the class teacher vacancy and we are pleased to be able to welcome her to our team for the next two years. She has proved herself to be a very capable teacher and shares our school and community values.

I am also writing to let you know that Miss Richards, our Year 2/3R teacher and Junior Site ALNCo has been successful in being appointed as the teacher in charge of the Early Years Assessment Centre at Abbey Primary School. She will take up her position after the Easter holidays and will be replaced until September 2023 by Miss Price who has worked often within our school as a supply teacher. We would like to thank Miss Richards for all her hard work and dedication to the school during her time with us and we wish her well for the future.

As a school we have always prided ourselves as being an organisation that gives people opportunities to develop their career further as ultimately, these secondments benefit our pupils. They help to share good practice and give us opportunities to develop the next generation of school leaders, ensuring that we continue to provide the best education possible for our pupils in Melin.

We wish both Mr. Richards and Mrs. Harris every success in their new positions.

Yours Sincerely,

Mrs. S. Miller  
Chair of Governors

Mr. T. Richards  
Headteacher

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**Neath Port Talbot County Borough Council**

'Motivating, Engaging, Learning, Inclusive, Nurturing'

