



# William Torbitt Primary School

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Acting Headteacher: Mrs Paven Kettory

Executive Headteacher: Mrs Clare Pike

11<sup>th</sup> December 2020

Dear Parent / Carer

I am writing to inform you that at the end of this term, we will very sadly be saying 'Goodbye' to Mrs Lisa Farrow, a long standing member of our school community, who will be very much missed.

Mrs Farrow has been a valued member of our William Torbitt Family since September 2004 and has taught children across the whole school in the 16 years that she has been here. Mrs Farrow leaves us to move to a school in Havering to take up an exciting post as Deputy Headteacher.

I am sure you will join me in thanking Mrs Farrow for the enormous contribution she has made to our school and wish her well in her exciting new role. Her loss will be very much felt by staff and pupils alike.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Paven Kettory'.

Mrs Paven Kettory  
Acting Headteacher

