



# St Francis Catholic Primary School

*Semper Fidelis*  
(Always Faithful)

Tel: 01922 682583



22 April 2026

Dear Parents and Carers,

We are writing to inform you of a temporary change in the school's leadership arrangements.

As many of you know, our Head Teacher, Ms Dawn Richards, is currently absent from school due to a significant health matter. We are pleased to share that she is now at home and recovering well, following medical advice to support her longer-term health. We know you will join us in sending her our very best wishes, and we look forward to welcoming her back when she is well enough to return.

To ensure continuity, stability, and effective decision-making during Ms Richards' absence, Mrs Allison Wright, our Acting Deputy Head Teacher, will take on the role of Acting Head Teacher until Ms Richards is able to resume her duties. This arrangement ensures that all responsibilities associated with the Head Teacher role continue to be managed effectively and that the school operates smoothly.

Mrs Wright will be fully supported by the Senior Management Team, along with external colleagues who have offered their assistance should it be required. We are confident that the school will continue to run well during this period, as it has done over recent weeks.

Thank you for your continued support and understanding. We know you will join us in wishing Ms Richards a steady and complete recovery, and in supporting Mrs Wright as she steps into the Acting Head Teacher role.

Kind regards,

*Peter Gough and Gemma Gwilt*

On behalf of the Governing Body



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