



'To Nurture, to Grow, to Succeed'

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Dear Parents and Carers, School Office Update

We are writing to let you know that our school clerk, Miss Chelsea Jones, has left Bryn Awel to begin a new job in a completely new career. We would like to thank Chelsea for all her hard work and wish her every success and happiness in this exciting new chapter.

Unfortunately, Chelsea's departure leaves us without a school clerk at a particularly busy time of year. We hope to have temporary office cover in place from **Monday 7 September** while we complete the recruitment process and appoint a new clerk. In the meantime, we appreciate your patience and understanding, as responses to messages and enquiries may take a little longer than usual. Please speak to class teachers at the end of the day if you have a query or concern.

Please continue to report all pupil absences promptly, providing a clear reason for the absence. You can contact the school through Class Dojo or by emailing brynawelprimary@sch.caerphilly.gov.uk.

If your child has a doctor's, dentist's or hospital appointment, please send a photograph of the appointment card or letter through Class Dojo or by email. Please also note:

- School snack will not be available during the first week back.
- Pupils may bring their own snack for break time, but this must be fruit or vegetables only, such as an apple, banana, grapes, cucumber or carrot sticks.
- Any snacks brought into school that are not fruit or vegetables will be kept safely and sent back home.
- Information about after-school clubs will follow shortly.

I have also shared a reminders poster to Dojo and the calendar of dates for 2026-2027, please reminded that dates can be subject to change and very occasionally at short notice.

Thank you for your continued support and understanding.

Kind regards,
Catherine Davies
Head Teacher
Bryn Awel Primary School

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