

**St. James' Primary**  
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**Head Teacher: Mr Derek Retson**  
**Director of Children's Services: Mr S Quinn**



04 February 2021

Dear Parent/Carer

I am absolutely delighted to inform you that Mrs Jen Walsh has been appointed on a permanent basis as Depute Head Teacher of St James' Primary.

As you know, Mrs Walsh has been filling the vacant post for the last 13 months so we are thrilled that her appointment ensures continuity for children, parents and staff.

Yours sincerely

A handwritten signature in black ink that reads "Derek Retson".

Mr Derek Retson  
Head Teacher