



Springwood Federation, Springwood Avenue, Waterlooville, Hants, PO7 8ED  
Executive Headteacher: Mrs J Livingstone  
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24<sup>th</sup> January 2023

Dear Parent/Carers,

I am writing to you to share both good and sad news. Mrs Coltman the School's Business Manager will be leaving us on 31<sup>st</sup> January. She is continuing to work for Hampshire County Council and will be working in the school passenger transport sector. Mrs Coltman has worked here for eighteen years and her commitment and passion has been outstanding.

I am hoping to appoint a new member of the team over the next term. I will write to you again to share any changes across the schools, but in the meantime Mrs Simmons, Mrs Richardson and Mrs Johnson will continue their support across the two schools.

On behalf of the all the staff, children and parents, I would like to wish Mrs Coltman every success. You will be so missed.

Best wishes

**Mrs Livingstone**  
**Executive Headteacher**



**Hampshire**  
County Council