



Meeting Individual Needs



Dear Parents/Carers

MEET OUR NEW HEADTEACHER - COFFEE MORNING/AFTERNOON
Monday 22 September 2025

We are delighted to welcome our new Headteacher, Mrs Lisa Williams to Houghton School.

You are invited to join us in school for a Coffee Morning/Afternoon on the above date at
10.00am – 11.00am or **5.00pm – 6.00pm**.

We hope you can come along and join us to say hello to Mrs Williams and enjoy a friendly, informal chat. Tea, coffee and cakes/biscuits will be provided free of charge – everyone is welcome!

This coffee morning is for adults only and we kindly request that children only attend if absolutely necessary. If you have school age children, please try and join us in the morning – thank you.

Let's give Mrs Williams a warm welcome into our Houghton family!

Please complete the reply slip below to let us know if you can join us.

Thank you.

MEET OUR NEW HEADTEACHER - COFFEE MORNING/AFTERNOON
Monday 22 September 2025

Child's Name:

Class:

I/We will be coming along to the Coffee Morning/Afternoon.

(please tick preferred time)

☐ 10.00am – 11.00am or ☐ 5.00pm – 6.00pm

Name(s) of Attendees

Relationship to Child

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Signed by Parent/Carer:

Date: