



**Cottingley  
Village**  

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**Primary School**

Headteacher: Mrs Kirsty Hutchinson

CEO: Mr Duncan Jacques CBE

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[www.cottingleyvillageacademy.org.uk](http://www.cottingleyvillageacademy.org.uk)

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Dear Parents/Carers,

After discussion with parents in the playground, we are going to ensure you have a longer period of notice if your child achieves a star of the week award or Headteachers award.

The staff will choose their star of the week on a Friday, and it will be announced to the children on the following Monday in the whole school assembly. You will then receive a text message by the end of the day on Monday so that you can come and watch your child receive their award the following Friday.

Please remember that due to limited space in the hall, please can no more than 2 adults attend the celebration assembly and only if your child is receiving an award.

Kind regards

Kirsty Hutchinson  
Headteacher