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Wednesday 5th June 2024

Dear Parent/Guardian

105 Cregagh Road Belfast BT6 8PZ Telephone: 028 90458040 Fax: 028 90460917

After 20+ years at Harding Memorial Integrated Primary School, **Mrs Elaine Shannon**, has decided that now is the time to retire. I wish to confirm a fond farewell to a remarkable friend and colleague as we celebrate the retirement of our School Executive Officer who will be officially leaving us at the end of June 2024. With heavy hearts and immense gratitude we reflect upon the incredible 28 years of dedicated service that Mrs Shannon has given to our school. Her unwavering dedication and love for our school have been nothing short of extraordinary. Her tireless efforts and unyielding commitment to our students' and parents' well-being have left an indelible mark on our community.

Every school has staff colleagues for whom their name is synonymous with the school identity - this is true of Mrs Shannon and Harding Memorial Integrated Primary School. She has been such an integral part of life in our school over so many years and has made such a positive impact on countless children and their families. Mrs Shannon's devotion to our school community extends far beyond her Office duties. She has been a pillar of support and guidance, always willing to lend an ear, offer encouragement, and celebrate the achievements of each and every student. Not only to the students but also a support to many a parent and family throughout.

We will miss her immensely but we wish Elaine, her husband, sons and grandchildren and extended family the very best for what lies ahead. Thank you Elaine for your incalculable contribution to Harding Memorial Integrated Primary School over so many years. May this new chapter be filled with joy, relaxation, and cherished moments with loved ones. You have forever touched our hearts, and your legacy will continue to inspire and guide us as we move forward.

Thank you, Elaine for 28 years of remarkable service and for being the heart and soul of Harding Memorial Integrated Primary School.

With deepest appreciation,

Stephen Cumper Principal Harding Memorial Integrated Primary School