



TOWNSEND
CHURCH OF ENGLAND SCHOOL

HIGH OAKS, ST. ALBANS, HERTFORDSHIRE AL3 6DR
Telephone: 01727 853047 Fax: 01727 834523
Email: admin@townsend.herts.sch.uk

Dear applicant (sincere apologies for the impersonal nature of this web letter!),

Thank you for seeking details of our vacancy. I am sorry that I am not able to write to you personally, but please accept this letter in the spirit that it is intended and as the introduction that you would have received had you contacted us directly. On our website, you will be able to view our prospectus and to find out a great deal about us. From the link you will also be able to view, or download if convenient, all the documents that we would have sent you. Our Application Form can also be copied from our website for your convenience.

I know that this is a busy time of year for making applications and that some people will have sent for details of several jobs and now have to decide which they can apply for in the time available! I sincerely hope that having read the available documents that you have a sufficient "flavour" of what we are like to still consider applying.

If you have any particular questions that are not answered by the available literature, please do feel free to telephone me and I will do what I can to help.

I look forward to receiving your application form together with a covering letter. A curriculum vitae would also help our selection process. Please feel free to post, email, or fax the application.

Yours sincerely,

A Wellbeloved

A. Wellbeloved
Head Teacher.