



**St Bartholomew's C of E Primary School**

Strawberry Lane, Armley, LS12 1SF



Acting Headteacher: Mrs J Wainwright  
Acting Deputy Head: Mr D Needham

Tel: 0113 263 9292  
Fax: 0113 263 8019  
Email: [info@stbartsleeds.org.uk](mailto:info@stbartsleeds.org.uk)

16<sup>th</sup> January 2020

Dear Parents/Carers,

We are writing to inform you of the tragic news that Mrs. Cathy Close, a long-standing member of our support staff, and valued member of our team, sadly died last night.

Her death was unexpected and is devastating for her family, friends and school staff. We will tomorrow, speak to the children in their class groups about this sad event, explaining in simple terms and taking into account their age.

The school will offer support to the children to help them cope with this extremely sad news.

Please speak to Mrs. Wainwright if you have any concerns or questions.

Yours sincerely,

Mrs Jane Wainwright

Acting Headteacher

