



31st October 2022

Dear parent and carer,

Mrs Smith's Funeral

Due to the funeral for Mrs Smith on **Monday 7th November**, the school will be **closed** as a mark of respect. This will also enable staff to attend the funeral as a necessary part of their grieving process. This is a closure due to exceptional circumstances so it will not affect your child's attendance and we will provide them with work. We apologise for any inconvenience this may cause but ask for your understanding at this difficult time.

Some parents have asked how they can pay their respects, we have a remembrance book that you are welcome to sign which will be in the main entrance from tomorrow until Friday. The family are asking for donations for The Great North Air Ambulance and there will also be a donations box in the main entrance. If you would like to send any donations in with your child, please put it in an envelope which they can put into the collection box.

Thank you for all the very kind messages of condolence we have received it really is helping the staff try to come to terms with it.

God bless,

Sincerely,

A handwritten signature in blue ink, appearing to read 'R Whyte', is placed over a light blue rectangular background.

Mrs Whyte