

JAn/LHe

12 May 2026

Dear parent/carer

I am writing to tell you that I am closing the school on Friday 22<sup>nd</sup> May 2026 to coincide with the funeral of our colleague Wendy Young. As you know from my recent letter, Wendy worked in the school for a very long time and a number of staff across many teams in the school have requested the opportunity to pay their respects. I have sought permission from governors and the local authority before deciding on the closure.

I appreciate that we are in exam season and that, for some families, rearranging childcare at late notice may be problematic. If you would like to send your child into school on Friday 22<sup>nd</sup> May, there will be a supportive provision available where pupils will be able to study for the day. We will also provide a lunch. This will be staffed by colleagues who have decided to stay on site. If you would like this provision for your child, can you complete the following form so that we can plan ahead for the day.

[Complete this Form](#)

Finally, I want to take the opportunity to thank the young people, families and other visitors who have shared kind messages of support. We are collating these in the form of a book to hand over to Wendy's family. Thank you again in anticipation of your support.

Yours faithfully



Mr James Andriot

Headteacher