



Headteacher: Mrs H Ward

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Leadership & Management Standard

Dear Parents/Carers

As you know last week Mrs Ward's husband sadly died and I have been notified that his funeral will be held on Tuesday 17<sup>th</sup> December.

Mr Ward was a much loved member of our staff when he was our site agent, but has also been such a big part of our school with Mrs Ward and a very large proportion of our staff wish to attend his funeral. Having considered several options, I have spoken with Ben Pearson, Chief Education Officer at Bedford Borough, and we have taken the decision that we will be closing the school and care club on Tuesday 17<sup>th</sup> December so that staff will be able to attend his funeral to give their respects.

We understand how inconvenient this is for families, and do apologise. We would, however, ask for your understanding in this extremely unusual situation as closing the school is not something that we take lightly.

The Key Stage 1 Christmas Party will take place on Friday 13<sup>th</sup> December instead and no food donations will be required as it will be after the Christmas dinner.

We would also like to take this opportunity to thank all of those who have sent messages to Mrs Ward, she has appreciated them greatly and also for your understanding during his long illness.

Once again, I am sorry for any inconvenience and thank you for your understanding.

With Kind Regards

Victoria Kilroy  
Assistant Headteacher