



Ref: JB/ES

29 February 2016

Dear Parents/Carers

The Governors and Local Authority have agreed to close the school on the afternoon of Friday 4 March 2016, to enable staff and students to attend a Memorial Service in St George's Church for Olly Bilcliffe. The Service will start at 12.45pm and end at approximately 2.00pm.

Mr and Mrs Bilcliffe would welcome the attendance of students and staff who wish to join in this celebration of Olly's life. If any students would like to address the congregation and describe a memory of Olly, they can ask their teachers for support to do this. Olly's parents also request that everyone attending wears a hat, as Olly wore hats during his illness.

I would be grateful if you could complete the form below and return it to school by Wednesday, so that we can organise appropriate support for the students.

Lessons will end at 12 noon. Then there are four possible options:

1. Your child returns home for the afternoon under your supervision.
2. Your child has lunch in school and is then escorted, by staff, to the Service and dismissed from the Church to return home.
3. Your child returns home and is then escorted to the Church by a responsible adult.
4. If you are unable to arrange alternative childcare for Friday afternoon, your child can stay in school and be supervised by staff in lessons.

We appreciate your support at this very sad time. If you are unable to return the letter we will keep your child safely in school until 3.15pm

Yours faithfully

Mrs J Bloomfield
Headteacher

Please return to your Form Tutor on or before Wednesday 2 March 2016

Name of Student:

Form Group:

Please tick appropriate box

- I agree to my child returning home for the afternoon under my supervision.
- I agree to my child being escorted, by staff, to the Service and dismissed from the Church to return home.
- I agree to my child returning home and then they will be escorted to the Church by a responsible adult.
- I agree to my child staying in school, supervised by staff in lessons until 3.15pm.

Signed:

Parent/Carer

**Joan Bloomfield BA, Cert Ed, NPQH
Headteacher**

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