



MIDDLEWICH HIGH SCHOOL

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KEITH SIMPSON BEd. *Headteacher*

URGENT INFORMATION

15th December 2017

Dear Parents

Last Day Arrangements for Thursday 21st December 2017

You will be aware that sadly I had to write to you on Monday 11th December to inform you of the sudden passing of our colleague and friend Mrs Joanne Brown. The arrangements for her funeral and service are now organised for the afternoon of Thursday 21st December. In order to allow colleagues to attend I have agreed with the Local Authority to close the school early at 1.15pm.

Normal arrangements are in place for the canteen thereby all students will be able to obtain lunch before leaving. School buses and taxis have been informed to collect children at 1.15pm.

If you require your child to stay in school until 3.15pm please complete the reply slip below. Children who stay on site will follow a supervised alternative curriculum dependant on the numbers who require this provision.

Please accept my apologies for any inconvenience this may cause to you or your family but may I thank you in advance for your support for the school community at this difficult time.

Yours faithfully

Mr K Simpson
Headteacher

Please return to the School Office no later than Tuesday 19th December 2017

Name:

Form:

My child will be staying at school after 1.15pm on Thursday 21st December. I will make arrangements for them to get home at 3.15pm.

Signed: _____ **(Parent/Guardian)** **Date:** _____

