



Everyone matters, every day counts

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Headteacher: Phillip Potter

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Dear Parents / Carers,

Further to my letter to you on 27<sup>th</sup> April following the sad death of Lara in Year 13, I am writing to ask for your cooperation in relation to the celebration of her life service on 17<sup>th</sup> May.

I have asked the transport providers if they can collect students 10 minutes earlier at 2:40pm on Thursday 17<sup>th</sup> May so that staff may attend the service on time and safely.

If there are any transport providers who cannot collect students earlier then we will be able to keep students until the normal time. Students who are collected by families are unaffected by this and can be collected at the normal time of 2:50pm from the parent gate.

Please accept my thanks for your support in these alterations to the normal day. If you have any concerns or questions about this please direct them to me.

Yours sincerely,

Phillip Potter  
Headteacher

