

11 April 2016



Dear Parent/Carer

Due to the sad and untimely passing away of our dear colleague Keith Smith, who was also a member of our local community, a significant number of staff will be attending his funeral on Wednesday 13 April. As a result we have, following discussions, decided to close the Academy at the end of period 5 at 2.30pm on Wednesday.

We hope that we can rely upon your support and understanding and we apologise for the short notice with these arrangements.

If this creates childcare problems, please inform the Academy reception and provisions will be made for your child to be supervised until the end of school at 3.20pm.

Yours faithfully



**Mr P Midwinter**  
**Principal**

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