



Friday 14th July 2017

Re: Cancellation of Meeting on Wednesday 19th July

Dear Parents/Carers

I am writing to you with regards to the meeting that I had advertised yesterday which was due to take place on Wednesday 19th July 2017. This notice seems to have caused some confusion amongst you so I am writing to you instead.

The meeting was planned so that I had the opportunity to inform you that unfortunately due to a personal close family bereavement, I will not be able to attend school on Friday 21st July 2017 which I am aware is the last day of the school year. I wanted to take the opportunity to explain this to you, as the last day of term is very important to me and not something I would miss light-heartedly.

I hope this letter now clarifies any confusion. The meeting on Wednesday 19th July will now not be going ahead.

It has been a pleasure to teach your children this year, I will miss them very much and I want to thank you all for your hard work and support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Miss Standing'.

Miss Standing
Foxes Class Teacher