



18th January 2017

Dear Parents

I am writing to inform you that Mrs Butcher has suffered a very sudden family bereavement and is not currently in school.

All activities and meetings that are planned will go ahead as usual with Mrs Hall and me taking the lead. Should you wish to speak to us please do telephone or come into the office.

I am sure you will join me in extending our deepest sympathies to Mrs Butcher.

Thank you for your anticipated support and understanding.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Selby'.

Mrs N Selby
Deputy Headteacher