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Head teacher: Mrs Rachel Worsfold



Monday 12<sup>th</sup> September 2022

Dear Families,

As you will have seen from our newsletter on Friday, we held a special assembly and silence to remember the Queen and reflect on her life. During this assembly the children were reminded that it is normal to feel sad when someone dies and that if they need support, they should speak with one of their trusted adults in school or their families. As a school we will also look for opportunities during this week to carry out further learning about the reign of Queen Elizabeth II.

Over the weekend we have had further details regarding the protocols and events leading up to the funeral. Guidance from the DfE states that school settings should remain open in the period leading up to the funeral and that normal attendance is expected. Headteachers do however have the discretion to authorise leaves of absence for pupils in exceptional circumstances. As a school we will consider any request on a case-by-case basis taking into account individual circumstances, including previous attendance levels.

The funeral will take place on Monday 19<sup>th</sup> September, this will be a bank holiday meaning that school will be closed in order for all families to pay their respects to the Queen.

The school have opened a 'book' of condolence. As directed by Central Bedfordshire, this will take the form of individual pieces of headed paper in a folder which once complete will be sent to the Town Council, where it will be bound with other similar documents and stored in a local archive. Should you wish to express your condolences in this book, please come to reception to do this. The 'book' will be open until Tuesday 20<sup>th</sup> September.

If you or your child require any further information or support, please contact the school office who will be able to sign post you to the appropriate person or support service.

Yours sincerely,

*R Worsfold*

Mrs Worsfold  
**Headteacher**

**Teach • Flourish • Persevere • Succeed**