

3<sup>rd</sup> October 2016

Dear Parents/Carers,

As a mark of respect the school will be **closed** on **Wednesday 12<sup>th</sup> October 2016** the day of Clare Clarke's funeral.

The funeral Service is being held at Our Lady of Mount Carmel & Saint George 45 London Road EN2 6DS at 12.30 pm if any parents wish to join the staff at the service. I know the family would be very happy about this.

The family are asking instead of flowers they would like donations to the 'Sarcoma UK' charity, If you wish to donate to the charity please send in cash or cheques made payable to '**Sarcoma UK**' - by Monday 10<sup>th</sup> October.

Due to the 12<sup>th</sup> October being Open Evening at the school the dates of both Open Evenings **have been changed to;**

Wednesday 19<sup>th</sup> October 3.30 - 6.50 pm

Thursday 20<sup>th</sup> October 3.30 - 5.45 pm

I hope you will understand that this is a very sad time at Tottenhall School.

Yours sincerely,

Sian Mainwaring  
Headteacher