

Northwick Park Primary and Nursery Academy

Company No. 9154404

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Headteacher: Emma Lane

7th December 2017

Dear Parents,

PART DAY SCHOOL CLOSURE – WEDNESDAY 20TH DECEMBER

Further to the letter sent out last week notifying you of the very sad news surrounding Mrs Lane's family, I am writing to inform you that the school, including **Northwick Park Primary School, Busy Bears Club and Daycare** will be closed at 11.45am on Wednesday 20th December.

This decision has not been taken lightly. However, the Governing Bodies of both schools in the Northwick Park Academy Trust feel it is important to enable staff to pay their respects to Mrs Lane and her family.

Mrs Lane would also like to extend her gratitude to those who have kindly sent messages of condolence and for your support at this difficult time.

Thank you for your support in this matter.

May I take also this opportunity to wish you all a peaceful Christmas break.

Yours sincerely,

Mr R John
Chair of Governors

A note from the school:

Please note Busy Bears Club will re-open at 7.15am on Thursday 21st December.

Please ensure all children are picked up promptly at 11.45am on the 20th, from their usual collection points, to enable all staff to leave in time for the funeral.

Many thanks for your support.