

Stanhope Barrington C of E  
Primary School



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Head Teacher: Mrs D Cross

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Dear Parent/Carer

29<sup>th</sup> June 2023

**Re: Tuesday 4<sup>th</sup> July 2023**

I am writing to let you know that it is our lovely Lynn's funeral on Tuesday 4<sup>th</sup> July and we have made arrangements for a number of staff to attend to pay their respects.

This means that Tuesday afternoon will not be a normal afternoon following the usual timetable. I have ensured that legal ratios are maintained and the remaining staff will ensure that the children do fun activities.

Please note that there will be no cover in the school office from 12noon therefore there will be no-one to answer the phone or the door.

As I am sure you can imagine, this is going to be a really difficult day so thank you for your patience and understanding.

Yours sincerely

*Mrs D Cross*

Mrs D Cross  
Head Teacher

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