



Helvellyn Road, Sunderland, Tyne & Wear, SR2 9JJ Tel: 0191 553 7665. Fax: 0191 553 7670.
Email: Office@hvi.org.uk www.hillviewinfant.co.uk
Head Teacher: Mrs. C. Smith

6th March 2018

Dear Parent/ Carer

As many of you are aware, Mrs Lydon suddenly passed away on 23rd February after retiring from the school office on 31st January 2018.

It has been a huge shock to the whole school community and as I am sure you will understand many staff would like to attend her funeral.

The funeral is scheduled to take place on Monday 19th March 2018 at 10.00 am.

With the recent snow closures across the whole city, I am extremely reluctant to close the school, however would like to support my staff who would like to pay their respects and am seeking your support in allowing this to happen.

In this respect I am considering keeping the registers open late and asking that you help us by bringing your child to school at 11.15 am. This would ensure that the recording of your children's attendance is not affected.

Please indicate on the slip below and return to school by **Friday 9th March 2018** so that I can make an informed decision.

Parents will be informed by Monday 12th March 2018 of the arrangements.

Yours sincerely

C. Smith

Mrs. C. Smith
Head Teacher

HILL VIEW INFANT ACADEMY

Child's name..... Class

* Please delete as appropriate

*I will be able to bring my child/ children to school at 11.15am via the school yard.

*I am unable to bring my child/ children to school at 11.15 and they will need to attend from 8.55 am.

..... Parent/ Carer

..... Date

