



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

6<sup>th</sup> March 2018

Dear Parent/ Carer

As many of you are aware, Mrs Lydon suddenly passed away on 23<sup>rd</sup> February after retiring from the school office on 31<sup>st</sup> 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 19<sup>th</sup> March 2018 at 10.00 am.

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

We are considering closing nursery for the morning session but children would be able to attend for the lunchtime session at 11.15am.

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

Parents will be informed by Monday 12<sup>th</sup> 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 to nursery at 11.15am for lunch and to attend the afternoon session

\*I am unable to bring my child to nursery at 11.15am

(My child will attend from 8.55am/ my child will not attend nursery on Monday 19<sup>th</sup> March 2018)

