

Berrybrook Primary School
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Headteacher
Mr A Smith

Executive Headteacher
Mr D Asbury

Chief Executive Officer
Mrs A Cheema OBE



Part of Perry Hall Multi-Academy Trust
Company Number - 08566185

Thursday 6th June 2024

Dear parents and carers,

Following the sad news that Mrs James, Year 4 class teacher, unexpectedly passed away last month, school now has more information around the funeral arrangements.

In order to allow staff to attend the funeral and celebrate Mrs James' life, **school will shut to all pupils at 2pm on Tuesday 25th June 2024**. There will be **no creche facility**.

Please ensure that all children are collected on time on this day so that all staff can be on time for the funeral.

Any families who would like to **make a donation towards flowers** for the funeral can do so by handing it to Mrs Wildman in the school office. After flowers have been ordered, any donations given over what is needed will be donated to Sepsis Research FEAT, a charity chosen by Mrs James' family. In addition, **next Friday (14th June)**, we will have a **non-uniform day in school**, with donations also going to the charity. All children are asked to bring **£1 each to wear their own clothes**.

Mrs James' memory book will continue to be in the school reception area up until the funeral. We would encourage anyone who would like to contribute to the memory book to do so and ask that the memory book is advertised to others who knew Mrs James and you think would like to contribute. Anyone who is not able to visit the school in person can email their message for us to add on their behalf, to the school email address:

berrybrookprimary.groupemail@wolverhampton.gov.uk

The memory book will eventually be passed on to Mrs James' parents so that they can read the messages and see just how much of an impact she had on so many lives.

We appreciate your understanding and support with the early closure.

Mr A Smith
Headteacher

