



**Headteacher:** Mr David Graham

DG/AP  
PA Office

25<sup>th</sup> January 2019

Dear Parent/Carer,

It was with great sadness that we received news today that Mrs Jane Halls, our much loved and respected Teaching Assistant at the school, passed away this morning. Jane started working at the school in 2004 and established herself as an outstanding Teaching Assistant; she will be deeply missed by all who knew her. Our prayers and thoughts go out to Jane's family at this very sad and difficult time.

We informed our students in their classes of the news this afternoon and we are doing everything we can to support them and the staff at this very sad time. We have been supported today by experienced counsellors in school who are able to talk with those students and staff most affected and the same support will continue to be available next week.

Your son/daughter may wish to talk with you about this and you can receive further support and guidance from the following sources, or by contacting the school to talk with one of the counsellors.

[www.childline.org.uk](http://www.childline.org.uk) 0800 1111  
[www.winstonwish.org](http://www.winstonwish.org) 08452 030405  
[www.childbereavementuk.org](http://www.childbereavementuk.org) 0800 02 88840

Please let us know of any other way in which we can support your son/daughter.

Yours faithfully,

David Graham  
Headteacher