

Dear Parents and Carers,

As you may be aware Kate's funeral is to be held on **Monday 1st February** (next Monday).

In order to allow for staff to go and pay their respects, the setting will be **closed** for all children Monday morning.

We will reopen at 12.30pm.

For the children attending the afternoon, we will be holding a party in honour of Kate to celebrate her life. If children can have lunch at home, we will then provide party food in the afternoon. We are also asking children to wear something yellow if they are able to.

Funded children: If your child loses funded hours due to our morning closure and you would like to take up these hours we may be able to offer alternative times for the week. Please discuss with me and we will see what arrangement we can come to.

Fee paying children: If you pay for your child's space, you will be refunded for the morning hours.

If you are wishing to be part of the guard of honour for Kate, please see our Facebook page for details. Please remember to respect the current covid regulation and the need to remain socially distant.

I hope this does not cause too much inconvenience for you, but I hope that you understand our reasoning for the temporary closure.

Many thanks

Lisa