

Headteacher: Andrew Denham

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Friday 4th March

Dear Parents,

To coincide with Mrs Menzel's funeral that is taking place next Wednesday afternoon, we will be having a special afternoon to remember and celebrate her life.

We will start the afternoon with a short, whole school assembly during which we will read The Dragonfly Story that helps to explain the death of a loved one to children. We will also give the children and staff an opportunity to say something about what Rachel did or meant to them.

After the assembly, the children will have a craft afternoon when they make dragonflies. These dragonflies will then be displayed along the fence above the flower bed in the front playground. Morpurgo class will then get the chance to plant seasonal flowers and bulbs that will appear later in the year.

Rachel's family have set a *gofundme* fundraising page as a legacy to Mrs Menzel. If you would like to contribute to it, you can do so by clicking on this link: <https://gofund.me/1db42672>

We will continue to be mindful and sensitive to all our community during the day. This not only includes those who worked with or met Mrs Menzel but also those for whom the afternoon triggers feelings of sadness and loss due to events in their own lives. Our emphasis for the afternoon will be focusing on the fond memories we have of her and any others we know who have died.

If you would like to talk to me about any of our plans for next Wednesday or make someone aware of a personal context that may help us support your child on the day, please contact me or another member of staff.

Kind regards,

Andrew Denham