

Dear Parent/Carer,

2.12.11

As most of you will be aware, the school has been coping recently with the sad loss of Mandy Golding, ex-Headteacher of Acton High. Mandy has been commemorated by her friends and family, many of them from Acton High, in a wonderful celebratory ceremony held at Ballards Lane Methodist Church in Finchley on November 19th. The school community would now like to hold its own memorial service for Mandy. This will take place on **Friday 9th December, at 2.30**, and will be attended by members of Mandy's family, and by many of the people whose lives she influenced so much.

In order to allow staff and students who wish to do so to attend the service, we will be finishing lessons **at 2.05 on Friday**. The school day will have altered timings throughout, as follows:

- Period 1 9.05-9.45
- Period 2 9.45-10.25

- Break 10.25-10.50

- Period 3 10.50-11.30
- Period 4 11.30-12.10

- Lunch 12.10-12.55

- Period 5 12.55-1.30
- Period 6 1.30-2.05

I am sure that the event on Friday will be a suitable way for the school to say goodbye and thank you to Mandy. We would be delighted if you joined us. If students would like to attend the service they should return the slip below. If parents wish to attend they should indicate this on the reply slip. If you have any queries about arrangements for Friday, they should contact the school reception on **0203 110 2400**.

Yours sincerely,

Andy Sievewright
Headteacher

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I give permission for my son/daughter[name] of[tutor group] to attend the Memorial Service for Mandy Golding on **Friday 9th December**.

I do/do not [please underline] wish to attend the Memorial Service with my child.

Name of Parent:

Signature of Parent: Date:

PLEASE RETURN TO THE SCHOOL OFFICE