



**ASH LEA**

*Working together to be  
the best that we can be*

20th September 2019

Dear Parent/Carer

**Oliver Douglas's funeral**

I had the sad job of informing you of Oliver Douglas's (IT manager) sudden death at the beginning of term.

We have found out that the funeral will be at 2.30pm on Friday 4<sup>th</sup> October. The school will be closing after lunch on that day to enable as many members of staff as possible to attend the funeral.

The school is making arrangements with transport and will let you know as soon as possible but we are hoping that the children will have lunch in school and first phase will leave school at 12.45 and main phase at 1pm.

I will be working closely with Linda Blaney at transport to enable this to go as smoothly as possible.

Best wishes

*Dawn Wigley*

Dawn Wigley  
Head Teacher