

HENDON SCHOOL

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'Learning Together Across the World'

16th January 2015

Dear Parent / Guardian,

Early School closure - 29th January 2015

I am writing to inform you that following the tragic death of Mr McKellar, the school has now advertised for a new Headteacher. Interviews for shortlisted applicants will take place on Thursday 29th and Friday 30th January 2015.

To allow the staff to be part of the interview process, school will finish at 2.50 p.m. on Thursday 29th January. Students will not be permitted to stay on site after 2.50 p.m, so if your son or daughter is normally involved in after school activities, or normally works in the library after school, they will not be able to participate in these activities on that day.

If you normally collect your son/daughter from school, please make the necessary arrangements for them to be collected at the earlier time.

Yours faithfully,

Mrs. Y. Weatherhead

Deputy Headteacher