

# East Birmingham Network Academy

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15<sup>th</sup> December 2023

Dear Parent/Carer,

I am writing following my letter to you earlier this month regarding the passing of one of our members of staff Jennie Holmes.

Jennie's Celebration of Life ceremony is due to take place on Tuesday 19<sup>th</sup> December 2023. As Jennie was a long standing member of staff at the Academy a significant number of staff will be attending the event, and this will have an impact on the running of the school day.

To ensure staff can attend the event, the opening status of the school on 19<sup>th</sup> December will be as follows:

- The Academy will be open to Year 9 and 10 students but will close at 1.30pm.
- The Academy will be closed to all Year 11. Work packs will be provided to students to complete on this day (these will be given to them on Monday 18<sup>th</sup> December 2023) and links to online learning will also be sent out.

I hope that parents/carers understand that we have tried to balance the safe running school while also giving friends and colleagues of Jennie's an opportunity to attend the Celebration of her life and pay their respects.

If you have any question relating to this matter, please contact myself directly.

Your sincerely

A handwritten signature in black ink, appearing to read 'Matt Baldwin', followed by a horizontal line extending to the right.

Mr. Matthew Baldwin  
Executive Head Teacher