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Dear Parent/ Carer

**Sad News**

It is with deep regret that we share with you the news that *name* sadly passed away on *when the person died.*

As a community we are greatly saddened by this huge loss, and we know that you will share our feelings of sorrow.

*You may wish to insert a few words about who has died and their role in the school, if appropriate.*

Whilst we are united in grief, we would like to assure you that we will continue to work hard to keep things as normal as possible for our *young people/children* at this very difficult time.

We will keep you informed of our plans to recognise and acknowledge the contribution that *name* has made to our school community as these become available.

Please keep *his/her* family in your thoughts and prayers during this difficult time and continue to pray for the repose of the soul of *name*. May *he/she* rest in peace.

Thank you for your continued support at this sad time.

*“We believe that Jesus died and rose again, and so we believe that God will take back with Jesus those who have died believing in him.”* 1 Thessalonians 4:14

Yours most sincerely,