

17 April 2023

Dear Parents/Carers

RE: THURSDAY 20 APRIL 2023

Following my letter dated 30 March 2023, I am writing to confirm arrangements with regards to our student Kayla's funeral on Thursday 20 April 2023.

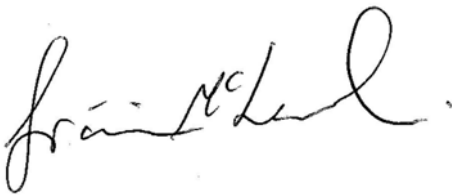
On Thursday 20 April 2023, the Academy will close at 11.15 am for all students. At 12.30 pm there will be a service for Kayla in the Ellis Theatre at the Academy that will be attended by Kayla's family, friends, classmates, staff and close members of her community. For any Year 10 students who wish to attend the service, they will need to be accompanied by a parent or carer. Alternatively, if a parent or carer is unable to attend Kayla's funeral with their child, we will need parental consent from you stating that you give permission for your child to attend. If this is the case, then please ask your child to speak to Mrs Bryant regarding.

If your child or members of your family would like to pay your respects, at 1.35 pm there will be a Guard of Honour outside The Gateway Academy, as the funeral procession passes the Academy, in order that everyone may say their final goodbyes to Kayla, before she is buried in Chadwell Cemetery.

I want to say a massive thank you to all members of the GLC community at what is a very challenging time. Kayla was the most wonderful student with an infectious smile, she studied incredibly hard and had a love of dance. We remain deeply saddened by her passing.

Kind regards,

Yours sincerely



Mrs G McLaughlin
HEAD OF SCHOOL