



St. Mary's Catholic Primary School

Educate Protect Love Serve

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1st December 2017

Dear Parents/Carers

Re: School Closure to pupils on Thursday 7th December 2017

I am writing to inform you that Plymouth CAST have taken the decision to close our school to pupils on Thursday 7th December 2017.

This decision has been taken because we received the sad news this week that a longstanding colleague and friend of St Mary's, Ursula Burgess, died on Monday night. Ursula was a member of our teaching staff for over 20 years and during her last few years was also an Assistant Headteacher at St Mary's until she took early retirement in December 2013. She was highly respected by everyone who had the privilege of working with her and was loved by all the children she taught.

The majority of our current staff worked and have had a long association with Ursula and it is for this reason that Plymouth CAST have decided to close the school on Thursday to allow staff members to attend her 'Celebration of Life' service in order to pay their respects.

I do appreciate that this may cause some inconvenience but the decision to close the school is never taken lightly and in this instance and under these circumstances I need to take the appropriate steps to ensure the health, safety and wellbeing of all pupils. Should you have any queries, questions or concerns, please do not hesitate to contact me.

Many thanks for your understanding in this matter.

Yours sincerely

Alison McDonald
Acting Headteacher



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