

PENKRIDGE BANK ROAD  
RUGELEY  
STAFFORDSHIRE  
WS15 2UE

PRINCIPAL: RACHAEL SANDHAM  
T +44 (0)1889 802440  
E enquiries@hartschool.org.uk  
www.hartschool.org.uk



**THE HART  
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RSA/MEL

15 November 2024

Dear Parents and Carers,

**Re: Unexpected school closure**

I am writing to inform you of an **unexpected school closure on Friday, 22 November 2024** following the recent passing of a much-loved member of our school community, Linda Marshall.

This decision has not been taken lightly. On this day, we will be unable to provide catering facilities, and a significant number of our staff have expressed their wish to attend the funeral to pay their respects. Given these circumstances, we feel it is appropriate to close the school for the day.

Linda was a respected and valued colleague, whose contributions over the years have touched the lives of many students and staff. Her dedication, warmth, and positive spirit made a lasting impact on our community, and she will be deeply missed.

We hope that you will understand the reasons behind this decision and support us in honouring her memory. The school will reopen as usual on **Monday, 25 November**.

Thank you for your understanding during this difficult time.

Yours sincerely,

**Miss R Sandham**  
Principal