



# CARDINAL NEWMAN CATHOLIC SCHOOL

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23 April 2024

Dear Parent/Carer

We hope you and your family are well at this time.

We are writing to advise you that school will finish early on Friday 3 May. On this day school will close at 1.30pm.

The early closure is to facilitate and allow staff members to pay their respects at a memorial service for our sadly missed Head of Performing Arts, Sarah Smith, who passed away on 21 March 2024.

On this day students will have access to the canteen service for break and lunch.

Should you have any questions, please contact us.

Yours faithfully

**Ms E O'Connor**  
**Headteacher**

**Mrs T Boland**  
**Chair of the Governing Body**

