



22 November 2017

Dear Parent/Guardian

Re: Memorial Service for Mr McKinnon

We have been informed of the arrangements for Mr McKinnon's funeral.

A private cremation ceremony will be held on Monday 4 December, with a memorial service being held at Sherborne Abbey on Tuesday 5 December at 2:00pm. I expect a number of staff and students will be keen to attend the memorial service, for example students who were in Mr McKinnon's tutor group or in his GCSE classes.

We propose to provide transport to the memorial service for students wishing to attend. Transport will be provided back to Westfield Academy, with a likely return time of approximately 3:45pm to 4:00pm. Please note, school uniform must be worn.

If you wish your son/daughter to attend the service, please fill out the form below and return to student reception no later than Tuesday 28 November.

Yours faithfully

**Mr C Hunt  
Principal**

✂.....

**REPLY SLIP to: Student Reception FAO Mrs Jeffreys, PA to the Principal**

I give permission for my son / daughter\* to attend the memorial service for Mr McKinnon on Tuesday 5 December 2017. Please indicate below if your child will be collected or will be walking home on their return to school.

I will collect my child on return to school

My child will walk home on return to school

Name of Student: ..... Tutor Group: .....

Signed: ..... (Parent/Guardian)

Print Name: ..... Date: .....

(\* delete as applicable)



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