



26 April 2016

Dear parent /carer

As you may already be aware, Her Majesty the Queen will be visiting Berkhamsted on Friday 6 May to celebrate a special anniversary at Berkhamsted School. As part of our British Values curriculum and the opportunity to be part of this event, I would have liked the children to have seen the Queen arrive in Berkhamsted. However, due to limited information being released at this time and for the safety of our children, we feel that this is not possible.

Therefore, I will happily authorise any absence on Friday 6 May to allow your child to be part of this event. Please notify us by email or letter, indicating the times of absence. As the kitchen requires the numbers in advance of children eating a school meal, please arrange a packed lunch if your child will be absent for the morning session and returning by 12.15pm.

School will remain open as usual and will be fully staffed should you wish your child to attend school as normal.

Yours sincerely

Mrs D Winfrow
Deputy Headteacher