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Monday 10<sup>th</sup> July 2017

Dear Parents and Carers,

A number of parents have kindly made enquiries about a collection towards a memorial for Mrs Niki Cooke who sadly passed away last month.

Now that the funeral has passed, I have been able to speak to her husband, Lloyd, about the family's wishes. In keeping with a long standing school tradition, Lloyd would very much like a stained glass window in school to celebrate Niki's life and service to school which we are also delighted with. This will be organised for completion during the autumn term but need to raise the money, ideally before we break for the summer.

If you feel you would like to contribute to this memorial, then please send a donation into school in a sealed envelope, clearly marked for this purpose. Should there be more funds collected than the cost of the window, then any surplus will be donated to Cancer Research and we will keep you informed regarding this.

Many thanks in anticipation of your support.

Yours sincerely,

Mrs L Williamson  
Headteacher