



# KINGS NORTON GIRLS' SCHOOL & SIXTH FORM

Kings Norton Girls' School & Sixth Form  
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Headteacher Mrs Nicola Raggett GLCM (Hons)

23 November 2021

Dear Parents and Carers,

I am writing to update you with arrangements for the school in relation to the funeral of Mr Kevin Simms, our late Site Manager.

Mr Simms' Funeral will take place on Wednesday 8<sup>th</sup> December. To enable the staff who were also his friends as well as colleagues to attend, and to provide privacy for the family who live on-site, school will be closed to students until 12:05pm on Wednesday 8<sup>th</sup> December. Students should arrive at school at 12:05pm that day and go directly to their Period 4 lesson.

We are aware that some parents will have concerns about getting younger students to school at this amended start time. We can accommodate a small number of children in school at the normal school time so should you wish your child to attend from 8.30am, please email [enquiry@kngs.co.uk](mailto:enquiry@kngs.co.uk) with the subject "8<sup>th</sup> December".

Exams that should be taking place on the morning of the 8<sup>th</sup> December will now be re-scheduled to Monday 13<sup>th</sup> December.

I have been informed that Marie Shanley's funeral will be on the Wednesday 1<sup>st</sup> December. We are currently talking to the family to fully understand their wishes along with any accompanying ways that the school will pay respect to a valued friend and colleague. Should further information need to be shared with you, I will let you know before the end of the week.

Thank you for your support.

Kind regards

Mrs Nicola Raggett  
Headteacher