

19<sup>th</sup> November 2018

Dear Parent / Carer

I have been informed by the parents of Emadur Rahman that his funeral will take place at 1.30pm at Loughborough Central Mosque, King Street, on Wednesday 21<sup>st</sup> November. I am writing to you because your son/daughter has expressed an interest in attending. It is for you to decide whether you wish to allow him/her to do so.

I am authorising absence for students who want to attend, but only with expressed parental permission. He/she should come to school as normal in the morning, and will be allowed to leave at 12.15pm. You are then responsible for ensuring that the/she acts in a safe, appropriate and respectful manner for the remainder of normal school hours.

If you wish for your child to attend, please complete and return this reply slip to your child's form tutor.  
**We cannot allow any student to leave if we do not have parental permission.**

Yours sincerely

Jon Mellor  
Headteacher

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I give permission for my child \_\_\_\_\_ (print name) in class \_\_\_\_\_ to leave school at 12.15pm on Wednesday 21<sup>st</sup> November.

Signed \_\_\_\_\_ (parent) \_\_\_\_\_ (printed name)