



Castle Camps C of E (VC) Primary School
Church Lane
Castle Camps
Cambridge
CB21 4TH

Telephone: 01799 584270
E-mail: office@castlecamps.cambs.sch.uk
Website: www.castlecampsschool.co.uk
Headteacher: Miss A.E.O'Connor

Friday, 9th September 2022

Dear Parents/Carers,

Death of HRH Queen Elizabeth II

Following the death of HRH Queen Elizabeth II yesterday evening, I wanted to send you a brief message to outline the school's immediate response to the news.

Staff Meeting

An emergency briefing meeting was held at 8:30am this morning to ensure all staff had a shared understanding of the protocols and Local Authority guidance moving forward. An additional staff meeting will also be held on Monday after school to consider any new guidance or information regarding the State Funeral.

Our Christian Ethos

As a Church of England School, we acknowledge the special place we hold within our local community. We recognise that, for some, considering this news may trigger memories of lost loved ones, and feelings of sadness and grief. Please be reassured that staff will be on hand to talk to any pupils who need support. Staff will attempt to answer any questions that might arise in a moderate and sensitive way; accepting of different viewpoints, beliefs and opinions.

Collective Worship

This morning, we held a special Collective Worship to celebrate the life of the Queen. We also conducted a two minute silence at 10:30am. Next week, we will continue with our planned Collective Worship plan, which can be found on the school website.

Book of Condolence

From Monday, 12th September, we will be opening a Book of Condolence for parents, the local community and extended families. This will be placed in the school Main Entrance foyer and we would like to invite everyone to contribute to the book. The Book of Condolence will remain open until the afternoon following the state funeral and will be kept as a historical record for the school archives. This will enable future generations to find out the way in which the national event was marked in school.

In addition, we will be circulating in school a special Book of Condolence for the pupils to add their contributions, if they would like to. Children can respond through art or other mediums. This will also be archived.



School Flag

We have lowered the Union flag to half mast until the day following the funeral. However, during the Proclamation Day, it will be raised again for a short time.

Flowers

We will not be proposing an area for laying flowers in school.

School Events

It is anticipated that all school events and clubs will continue as planned next week.

Staff Dress Code

You may notice that staff and I may choose to dress in darker or more subdued colours during this Period of National Mourning. This is a personal choice and not an expectation.

As further information becomes available from the DfE and Local Authority, I will contact families again. In the meantime, please accept my best wishes for the weekend.

Yours sincerely,

Miss Alexandra O'Connor
Headteacher