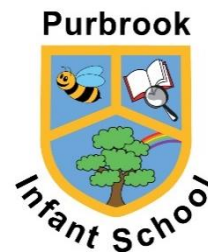


PURBROOK INFANT SCHOOL
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Headteacher: Lisa A de Carteret
Assistant Headteachers: Zoe Bailey and Paul Stray
Business Manager: Hazel K Dean



13 April 2026

Dear Parents/Carers

Subject: Passing of a member of the school community

It is with great sadness that I must share the news that our wonderful Mrs Pratt passed away over the Easter holidays. Although she had been poorly, her death was unexpected and, as you can imagine, our school community is in shock and grieving — not only for a colleague but for a friend.

Mrs Pratt was not only the longest-serving member of our school family but also someone who was looked up to by our children, by parents, by fellow teaching assistants, by teachers and by myself. She always had a listening ear and a kindness to share; no one and nothing was ever too much for her, and she always had time for everyone. Her steady presence, her quiet generosity and her unfailing care made an indelible impression on countless generations of children and on all of us who had the privilege to work alongside her.

Although she had technically left the school because of her illness, this loss hits all the harder knowing she never had the opportunity to retire and enjoy life after more than forty years of giving to others. That absence of a final chapter of rest makes our sense of sadness and our gratitude for her service all the more poignant.

At present we do not yet know the arrangements for the funeral. Should it be possible for friends and colleagues to attend and the service fall on a weekday, I anticipate that all staff who wish to pay their respects will want to attend and will be given permission to do so; in such circumstances the school may be closed for the day and we will notify you as soon as arrangements are confirmed.

I know many of you will have your own memories of Mrs Pratt — she will very likely have taught many of you in your younger years — and I am sure you will join me not only in sending love and support to her friends and family at this deeply sad time but will, albeit an inconvenience, support my decision should we close for the funeral.

Over the last half term, many children had been asking when Mrs Pratt would be back, wanting to send cards or hoping to see her when she called in to collect her personal items. I feel it is important to be honest and respectful with our pupils and to tell them the truth in an age-appropriate way. They will eventually hear of the news and this can be more upsetting if they do not have all the facts. I will therefore be holding an assembly just before home time today in which we will explain Mrs Pratt's passing in a respectful, child-friendly manner. Please expect your child to want to talk about this when they come home.

If you have particular concerns about how to support your child, or if you would like to discuss this matter further, should you not wish for your child to be told, please contact the school before lunchtime today so we can ensure the appropriate support is in place.

Mrs L A de Carteret
Headteacher