



2 March, 2017

Dear Parent/Guardian,

I am very sorry to have to bring you the news that our Head of RE and SMSC, Mr Frank Meehan, passed away this week. While some of you may not have had the honour of meeting and working with Mr Meehan, those who did will know that he was a kind and gentle man and a wonderful teacher loved by all of his students and colleagues. We will miss him greatly.

Mr Meehan's funeral is on Monday 6 March at 4.15pm at St Anne's, Ormskirk and all staff and students are welcome to attend. To make sure that everyone who wishes to is able to pay their respects to Mr Meehan, **school will close at 2.30pm on Monday**. Parking is very difficult around the church so it may well be advisable to travel together wherever possible.

School buses have been arranged to be here at 2.30pm and there will be no after school detentions.

We will be opening a 'Book of Memories' for staff and students to share their stories and memories of Mr Meehan with his family. I will set this up from tomorrow and collect contributions to it until just before we break for Easter. We will then be able to pass this on to his family as a lasting tribute to Mr Meehan.

We encourage you to talk with your son/daughter. How we, as adults, manage ourselves serves as an important model for helping young people handle tragedies like this. It is important that they know they are loved and supported as they talk about their feelings.

You may want to consider the following when talking with your son/daughter:

- Tell the truth. Talk about death vs. "going to sleep." Explain the situation.
- Allow for your son/daughter to talk about feelings. If this is the first loss your son/daughter has experienced, your son/daughter may not know how to respond and will be looking for your guidance.
- Affirm all expressions. It is okay to express feelings honestly. Tolerate the expressions rather than dismissing them or discouraging the expression of feelings.
- Encourage written expressions such as notes, letters and pictures to the family.
- Reaffirm that your son/daughter is safe and that your son/daughter is loved.
- Affirm that your son/daughter's reaction is normal and you understand the way the son/daughter feels.
- Watch for signs of trouble such as aggression, withdrawal etc.

Our deepest sympathies go to Mr Meehan's family. We care deeply for all involved.

Yours faithfully,

Mrs J M Galbraith  
Headteacher

