



Oakdene Primary School

Low Grange Avenue
Billingham
TS23 3NR

Executive Head Teacher: Mrs E A Bramley B.A. (Hons) with Q.T.S., N.P.Q.H.

Telephone: 01642 560768

Fax: 01642 560942

Email: oakdene@oakdeneprimary.org.uk

18 October 2021

Dear Parents/Carers

We are very sad to inform you of the death of Mrs Linda Cotterill Senior Supervisor for the Lunchtime Supervisory Assistants at Oakdene Primary School. The death was unexpected after a very short battle with cancer.

Mrs Linda Cotterill has been a part of the Oakdene family for many years and was a much-loved member of the school community and will be missed by everyone that knew her.

When someone dies it is normal for their friends and family to experience lots of emotions such as sadness, anger, confusion or worry. At Oakdene Primary School we will continue to support our pupils, staff and community in managing this sad news.

We will be talking to pupils and checking in with them regularly to ensure they feel supported and will try to answer their questions as honestly as we can.

The information and script we have shared today with pupils in Y1 – Y6 is:

"I am sorry that I have some sad news to tell you today. You may have noticed that Mrs Cotterill hasn't been in school this new school year. (Remind chn of Mrs Cotterill's role – in charge of all the Lunchtime Supervisory Assistants, more recently you will have seen her in the main hall – show photo if necessary – from duty bearers boards).

During the summer holidays Mrs Cotterill started to feel unwell. She went to hospital but unfortunately the doctors and nurses couldn't make her better. Mrs Cotterill has died. That means that we won't see her again.

Mrs Cotterill worked at the school for many years and we have lots of wonderful memories of Mrs Cotterill. Over the next few days we can remember them and put them in our memory book in School.

This news might make you feel lots of different emotions/feelings, you might feel sad, scared or uncertain. It is really important that you are able to show your emotions/feelings and you can do that with any adult in school.

Please make sure if you feel sad or worried or your friend tells you that they do, that you come and find your trusted adult/duty bearers and talk to us.

You might be worried that you will make us feel sad by talking about Mrs Cotterill but our job in school is to keep you safe and make sure you don't have to keep your worries to yourself. You always have trusted people to talk to about your worries".

Cont/2 ...



We would ask that you support us at home by using the same language and consistency to help your child feel secure in managing their grief.

At school we will set up safe places in school which hold a memory table/memory book/memory tree and we are encouraging children to visit those areas should they need support or wish to write a memory of the deceased.

Our staff are on hand to support any pupils in any way that they need and in school we can also signpost to bereavement support should your child require any one to one or individual intervention. We would ask that you continue to monitor your child at home and contact the Family Support officer Mrs Hayley Elsherif if you have any concerns for your child in managing what has happened.

Our thoughts are with Mrs Cotterill's family at this time. We respectfully request that you direct any queries or condolences through school rather than directly to the family at this time (unless you are close friends or family) as this can be overwhelming for the family. We also ask that you consider the impact of the use of any social media platforms to make any condolences to the family and ask you to respect their privacy at this time.

Yours sincerely,

E. Bramley.

Mrs E Bramley
Executive Head Teacher

