

Dear Parents,

21<sup>st</sup> September 2016

Once again, we will be taking part in 'The World's Biggest Coffee Morning' in support of the Macmillan Cancer charity.

We will be holding our **Reception, Year 1 and Year 2** session on **Friday 30<sup>th</sup> September 2:30pm-3:20pm**.

However, as the Year 3 pupils are camping overnight on Thursday 29<sup>th</sup> September, we have decided to hold our coffee session for **KS2** on **Monday 3<sup>rd</sup> October 2016 at 2:30pm-3:20pm**.

**Nursery** parents are invited to join their children for a coffee session in their classroom on **Wednesday 5<sup>th</sup> October 8:50am-9:30am** for morning children and **2:30pm-3:10pm** for afternoon children.

On arrival at school on either Friday or Monday parents should go to their child's classroom to collect their child (where they will be signed out of class) and then go to the main hall where the coffee session will be taking place. We do ask that parents do not arrive any earlier than 2:30pm.

If any parents have children in both infants and juniors, then attendance at both sessions is welcomed. Unfortunately, due to safety arrangements, we are not able to mix the two sessions.

So that we can make catering arrangements, we ask that you return the reply slip below to school with your name and the number of adults who will be attending as soon as possible. As always, we ask that donation of cakes be made on the day of the coffee sessions. It would be helpful to know who can donate cakes and therefore have included a section on the form below.

We would appreciate your reply slips returned to school by Wednesday 28<sup>th</sup> September. Thank you for your on-going support in our fundraising for Macmillan.

Yours sincerely,

Miss S Clarke  
Headteacher

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The World's Biggest Coffee Morning- Friday 30<sup>th</sup> September and Monday 3<sup>rd</sup> October 2016

We will be attending the **Reception, Year 1, Year 2** session on Friday 30<sup>th</sup> September Number of adults \_\_\_\_\_

Child(rens) name(s) and classes: \_\_\_\_\_

We will be attending the **KS2** session on Monday 3<sup>rd</sup> October Number of adults \_\_\_\_\_

Child(rens) name(s) and classes: \_\_\_\_\_

We will be attending the **Nursery** session on Wednesday 5<sup>th</sup> October Number of adults \_\_\_\_\_

I am able to provide a cake (s) on \_\_\_\_\_ morning (please indicate Friday or Monday or Wednesday-Nursery)

Signed \_\_\_\_\_ (Person with parental responsibility)