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Headteacher Mrs J Forshew

Learning Together to be the best we can.

Wednesday 16th September 2026

Dear Parents / Carers,

We are delighted to inform you that we will be hosting a **Macmillan Coffee Afternoon** on **Friday 25th September 2026 from 2.30pm.**

We would love it if you could come along and spend some time in school and help us to raise some money for this wonderful cause. Due to the size of our school building, we need to limit the invitation to **one adult per child.**

Donations

To make the afternoon successful, we are asking for **donations of shop bought cake.** Please can these be sent into school on either **Wednesday 23rd or Thursday 24th September.**

Arriving at the Event

- Please line up on the playground as you would at home time.
- A staff member will come out to collect you at 2.30pm and take you to the classroom.
- You will be asked to sign against your child's name on a class list, agreeing that you will take responsibility for your child for the afternoon.
- If an adult will be coming who is not on the contact form, please let us know in advance who will be attending.
- Don't worry if you can't make it until later on, you will still be very welcome but should access school through the main office.

The Event

- There will be cake stations in each year group area along with a donation pot for you to help yourselves to cake.
- Squash for the children will also be available in the year group areas.
- For safety reasons, we will be serving hot drinks from the staffroom. Please feel free to come and collect a hot drink.
- If you have more than one child in school, you are welcome to collect them both and spend time with them together in whichever year group you choose.



Leaving at the End of the Event

- As you will have signed to take responsibility for your child upon arrival, we are happy for you to leave with your child at any point during the afternoon once you have enjoyed a cake and a drink. This will be through the main office.
- Please let your child's class teacher know you are leaving for fire regulation purposes.
- You are of course welcome to stay for the whole afternoon if you wish.
- After school clubs will run as normal, so if your child is going to a club, you will need to return them to their teacher before you leave.

I'm sure we will all have a wonderful afternoon and raise lots of money for Macmillan. I look forward to welcoming you into school on **Friday 25th September**.

Yours Sincerely,

Mrs J Forshew
Headteacher