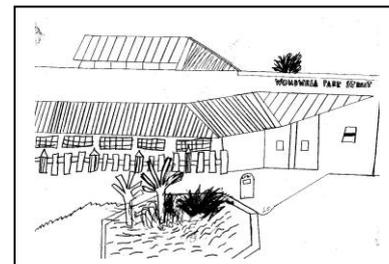




We're working towards Artsmark Awarded by Arts Council England



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Every Child Matters Academy Trust

Executive Headteacher: Mrs G Foster-Wilson
Headteacher: Mrs C Lawson
Deputy Head: Mrs L Longden
Assistant Head: Mrs M Knott

Thursday 15th March 2018

Dear Parent / Carer,

RE: Easter Coffee Morning – Friday 23rd March 2018

We would like to invite you to our Easter coffee morning which will be held in the school hall on **Friday 23rd March 2018 between 8:45am and 10:00am!**

Tickets are available to buy for the coffee morning **before the actual morning** – simply fill in the slip below and return to school and the ticket(s) will be sent home. Alternatively, you can visit the main Office to purchase one. The tickets are £1.00 and this includes a cup of tea or coffee and a sweet treat! Tickets will be available by return of slip / from the Reception Office **until 3.15pm on Wednesday 21st March**, to help us in ensuring appropriate measures are taken for the actual morning.

Please remember your ticket on the day, because **it will be required for entry** on the morning (1 per adult). Once you have handed your ticket in on the door in exchange for a token, our Year 6 Prefect children will be there to go and get your child(ren) – simply tell them their name and class. They will bring your child(ren) to you in the hall!

On the morning, both myself and Mrs Turner (Health and Safety) will manage the queue and look to see how many parents can be feasibly fitted in the hall at once (based on how busy the hall is and whether or not it presents a risk to the children and yourselves). This could mean that any queues might have a slight delay, but we will endeavour to get all parents in as quickly as possible, to spend time with their children. To assist with this, it would be helpful if children were only kept out of class for half an hour, to free up space if it is busy – from a health and Safety point of view. Obviously, the more tickets are sold, the more people will be in the hall and the greater the potential risk.

There will be various stalls including cake sales. Donations of buns or cakes to sell on the day would be greatly received. Any buns and cakes can either be left at school on Thursday 22nd March or brought to the actual coffee morning.

In addition, there will be an Easter raffle, to be drawn around 9.45am. Raffle tickets are on sale from the school office at £1 per strip and they will also be on sale during the coffee morning, and hopefully on the playground before and after school. We would be very grateful of any donations you can make of any raffle prizes. **Please bring any donations into school as soon as possible.** All monies raised at these events go straight back into funding events and activities for your children here at Park Street.

We do hope that you will be able to support this event. Thank you for your support and we look forward to seeing you and your family once again!

Yours sincerely,

Mrs C Lawson
Headteacher

RE: Easter Coffee Morning – Friday 23rd March 2018

I would like _____ tickets for the Easter Coffee Morning and I enclose £ _____ to pay for these.

My child's name is: _____ Class: _____

Signed: _____