

23 September 2016

Dear Parent/carer

**RE: Macmillan Coffee morning – Friday 30 September 2016**



To help to raise funds for the Macmillan Cancer Support we are hosting our own coffee morning at school on **Friday 30 September 2016**.

Family, friends, neighbours, local community members and students are warmly invited to what we are hoping will be our '**biggest ever coffee morning**' which will take place in the Main Hall from 10.45am until 3.30pm.

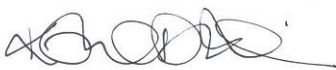
Students will also be invited to join me for coffee (tea and squash will also be available) and a slice of cake throughout the day. We are suggesting that students make a donation of £1.00, to support this event please can you ensure that they bring £1.00 to school on the day.

Last year's event was a huge success raising in excess of £900 and I would like your help to increase this amount in order to raise as much as possible.

I am also looking for volunteers to provide cakes and/or help out on the day. If you feel you could provide some cakes/biscuits or could spare an hour or two on the day I would welcome hearing from you by email ([info@bircheshead.org.uk](mailto:info@bircheshead.org.uk)) or contacting the school office on 01782 233595. Cakes/biscuits can be delivered to Main Reception on Thursday 29 September.

May I take this opportunity of thanking you in advance for supporting this worthy cause and look forward to sharing a coffee and cake with you on the day.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Dixon', written in a cursive style.

**Ms K Dixon  
Headteacher**