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9th September 2025

## Macmillan Coffee Event

Dear Parents / Carers,

We are pleased to inform you that on **Friday 26th September 2025**, we will be hosting a coffee event. This is in support of 'The World's Biggest Coffee Morning' to raise money for Macmillan Cancer Support.



We consider this an ideal opportunity to meet with other parents and teaching staff whilst enjoying some tasty treats with your child. Younger siblings who do not attend our school are welcome to join. Unfortunately we are unable to accommodate siblings from other year groups in the allotted times. If you are unable to attend this event, we are happy for another member of your family to come along.

This event will take place in the Key Stage 1 hall. Upon arrival, please enter the Key Stage 1 building, via the entrance opposite Kiddiecare, where a member of staff will be available to greet you. Children should be brought to school at the normal time, via the normal entrance. Your child will be brought to the hall by their class teacher to join you. Due to the number of attendees, we are asking for your co-operation with timings:

**Year R - 9:00am – 9:30am**

**Year 1 - 9:45am – 10:15am**

**Year 2 - 10:30am – 11:00am**

**Year 3 - 11:15am - 11:45am**

**Year 4 - 1:10pm - 1:40pm**

**Year 5 - 1:50pm - 2:20pm**

**Year 6 - 2:30pm - 3:00pm**

In preparation for the event, we are asking for cake and cookie donations. We would be thrilled to receive either home-made or shop bought treats such as cupcakes, fruit loaves, chocolate cookies, lemon drizzle cakes and fairy cakes to name but a few. **Please can any home-made cakes or cookies be given to your child's class teacher in a named container, including the name of the class, on the morning of Friday 26th September. Please can you write an ingredients list for home made cakes. Shop bought cakes can be brought in on the days before.**

We respectfully ask that if any cakes or cookies contain nuts, that they are labelled clearly, **no peanuts please**. Any "free from" cakes that are suitable for allergy sufferers, are also most welcome so everyone can enjoy a treat.

To find out more, please visit the website [www.Macmillan.org.uk](http://www.Macmillan.org.uk).

We very much look forward to welcoming you into school.

Yours sincerely,  
Miss M Kite  
KS1 Class Teacher