

Stanhope Barrington C of E  
Primary School



Westcroft

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Co Durham

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Head Teacher: Mrs D Cross

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Dear Parent/Carer

16<sup>th</sup> September 2021

**Re: MacMillan Cancer Coffee Morning**

As many charities have missed out on fund raising events over the last 18 months, we feel it is important that we support MacMillan as we have done for years. Many of our families and staff are affected by cancer and we want to show our support for this essential charity. However, I am very conscious that some parents, families and staff are still anxious around covid and therefore, as always, I have tried to take a reasonable and sensible approach to try to support everyone. Therefore, I have devised a plan for our coffee morning which is as Covid secure as I can make it.

We intend to hold the coffee morning on **Friday 24<sup>th</sup> September 2021 from 8.40am until 9.30am.** The time is set so that parents can join the coffee morning as soon as they have dropped their child off on the yard. There will also be a collection bucket at the main gate so that people can still donate even if they feel uncomfortable taking part in the coffee morning event itself.

If the weather permits, we will arrange all tables and seating outside on the school field. If the weather is dreadful, we will provide outdoor seating under gazebos and some seating indoors too in the school hall which will be fully ventilated with doors and windows open.

Parents can then enter the school hall via the entrance next to the Ruby Learning Zone, purchase a drink from the serving hatch at the back of the hall (staffed by volunteers from The Friends of Stanhope Barrington) and buy a cake from the tables which will be staffed by children from our Charities Champions Pupil Voice Group. They can then take their refreshments out of the doors next to the Emerald Learning zone so in effect using a one-way system which will be signposted.

Hot drinks and cakes will be priced at 50p each and all proceeds will be given to MacMillan Cancer Care.

The children will have their own 'coffee morning' in their Learning Zone where they will have juice and biscuits for which we are asking for a donation of 50p. The children's donations should be put into the collection bucket at the main gate onto the yard.

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I hope that this plan will reassure parents and carers and encourage people to come along and support this excellent cause.

Please check out our Pupil Voice area on the website to see a letter from our Charities Champions about the event!

If you have any concerns at all please do not hesitate to contact me.

Yours sincerely

*Mrs D Cross*

Mrs Cross  
Head Teacher

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