



19 February 2018

Dear Parent

MOTHERS' DAY AFTERNOON TEA

For the first time ever, we are excited to invite all mums (or grandmas!) to join their children for afternoon tea in school to celebrate Mothers' Day.

We will be offering afternoon tea at a cost of **£5 per adult** on **Thursday 8 and Friday 9 March** from **2.00 pm**.

Due to the size of the hall, places will be limited to one adult (mum or grandma) per family on one of the above dates and we ask you to book your space on our parents evening system (<https://cliffewoods.parentseveningsystem.co.uk> – a link is provided on the homepage of the school website. Bookings can be made from **10 am** on **Tuesday 20 February** and will close at **10 am** on **Wednesday 28 February**. We cannot accept any orders after this date, as we will need to order the food.

Once you have reserved your place, please send in **£5** in an envelope marked with the name of the adult attending and the names of the children they will be eating with. **Please do not send in payment until you have reserved your place on the parents evening system.**

Please note that no change will be given, so correct money only please. We will be offering scones and cupcakes, so if there are any special dietary requirements, please let Joanna know.

As this is the first time we have organised this type of event, we are sure that there will be a certain amount of chaos on the day – please bear with us! We will all be doing our very best to make it a special afternoon and we will learn any lessons that need to be learned when we organise something similar in the future. Any suggestions *after* the event will certainly be listened to and considered!

Myself and the children look forward to seeing you then!

Yours sincerely

Mr T Muggridge
Headteacher