



# Selwyn Primary School

*Cavendish Road, Highams Park, London, E4 9NG*  
*The Arbor Trust CEO: Maureen Okoye*  
*Executive Principal: Jason Cook*  
*Head Teacher: Lisa Bogle*  
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9<sup>th</sup> January 2018

Dear Parents/Carers,

**Re: Selwyn's Coffee Morning**

We would like to remind you of our coffee morning on Friday 19<sup>th</sup> January, at 9am-10am, in the dining hall. The focus of the meeting will be Reading.

If you wish to attend, please come to our school main office to sign in. It is useful for us to know how many parents or carers are coming. To support us in doing this please complete the slip below.

We look forward to seeing you all there.

Yours sincerely,

Lisa Bogle  
Head Teacher

.....  
**Selwyn Coffee Morning**

Please tick appropriate box and hand into the **school office** as soon as possible

Child's name: .....

Parent/Carer name: .....

I am able to attend Selwyn's Coffee Morning on Friday 19<sup>th</sup> January

I am not able to attend Selwyn's Coffee Morning on Friday 19<sup>th</sup> January