



# Selwyn Primary School

*Cavendish Road, Highams Park, London, E4 9NG*

*The Arbor Trust CEO: Maureen Okoye*

*Executive Principal: Jason Cook*

*Head Teacher: Lisa Bogle*

*Telephone number: 0208 527 3814 – Fax: 0208 523 3230*

*e-mail: primary@selwyn.waltham.sch.uk*

30<sup>th</sup> November 2017

Dear Parents/Carers,

**Re: Selwyn's Coffee Morning**

We would like to remind you of our Focus coffee morning on Friday 8<sup>th</sup> December, at 9am-10am, in the dining hall.

It is useful for us to know how many parents or carers are coming; in order to support us in doing this please complete the slip below. On the morning, if you are attending, please come to our main school office to sign in.

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:.....Class.....

Parent/Carer name:.....

I am able to attend Selwyn's Coffee Morning on Friday 8<sup>th</sup> December

I am not able to attend Selwyn's Coffee Morning on Friday 8<sup>th</sup> December