



SUTTON ST JAMES C.P. SCHOOL
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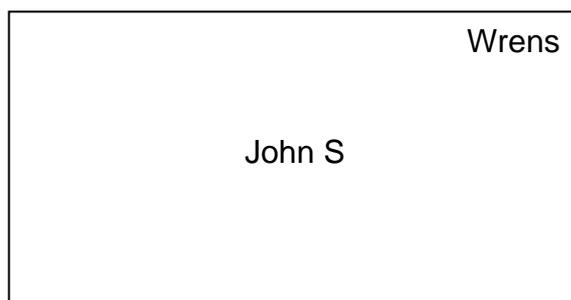
3rd December 2024

Christmas Cards

Dear Parents and Carers,

It is that time of year again when children enjoy taking part in the tradition of sending Christmas cards to each other.

- All Christmas cards must be **brought to school by Friday 13th December at the latest** as this is when Christmas post closes in school. On arrival at school, they should be placed in the Christmas Post box which Miss Willows will have with her in the mornings at the gate and will then be placed in the Hall. **All children should put their cards in the post box – not take them to classrooms.**
- Envelopes should be clearly labelled as shown in the diagram below with the recipient's name and class. This will help staff to sort them quickly and easily and ensure that they get to the correct person in school.



- After the 13th December, cards will be sorted and given out to children in their class rooms to open and bring home.

Yours sincerely

C. Willows

Miss Claire Willows
Headteacher