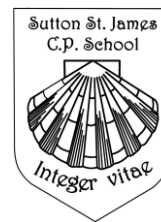




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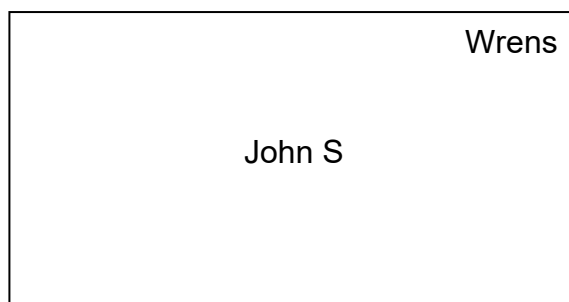
3<sup>rd</sup> December 2025

### 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 Tuesday 16<sup>th</sup> December at the latest** as this is when Christmas post closes in school. On arrival at school, cards should be taken to the classroom and put into the class post box. If cards are for children in different classes, they should still be placed in the class post box and they will be sorted and distributed to the correct classroom when the post box is emptied.
- 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 16<sup>th</sup> December cards will be sorted and given out to children in their classroom to open and bring home.

Yours sincerely

*C. Willows*

Miss Claire Willows  
Headteacher