

25 November 2019

Dear Parents,

It's that time of year again and the festive break is fast approaching. We are writing to inform you about our 'Present Room', which will be running again this year following its fantastic success in the past. The present room gives children the opportunity to bring in £2 and then select a gift for loved ones which they then keep as a surprise to give on Christmas Day.

We will be running the present room as we did last year in order to hopefully make things run smoothly on the day. If you would like your child to purchase a gift from the present room, please can you **complete the slip below and send full payment** into school by **Wednesday 4 December 2019**. We will then use this information to help your child select an appropriate gift on the day.

Each child can buy gifts for one or two people with each gift costing £2. Please do include the correct money in cash **in a named envelope** as we are unable to issue change or accept payment online.

If you have any questions, please do contact me in school.

Yours sincerely,

Mrs Lewis

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Name _____ Class _____

Name of who the gift is for	Relationship to the child (e.g. mum, brother)	Adult or child gift

I enclose full payment of £.....