



FRIENDS OF POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Email : fospottenend@gmail.com

Dear New Parents,

AUTUMN FAIR 3rd OCTOBER 2015

We hope you child is settling into our lovely school (as have you!).

As you will hopefully be aware from the various posters about the place, Friends Of School will be holding the school's annual fair on the **3rd October 2015** and it will run from **11.30am – 2.30pm**. This event is the Friends of School (FOS) main fundraiser of the year so lots of work goes into making it a success.

With this in mind we are sorry to pounce on you all straight away but wanted to ask if any of you are able to help in any way at all? If you are able to help in any way, please could you complete the tear off slip below, or email the above so we can add you to the rota. We would love to hear from you even if it is for half an hour on the actual day of the fair helping with a stall, game or craft, baking a few yummy goods to serve at the café or helping us set up or pack away on the day of the fair. We appreciate everyone is extremely busy so we would be grateful for any help you can offer.

Also we would like to ask if you are a working parent and your company offers something called **match funding** (a copy of the recent letter we sent out via email is on the school website) we would **really love** to hear from you if you are prepared to use your allocation on helping us. This is such a great way to boost any money made on the day (and it often takes hours and hours of hard, hard fundraising labour to equal the filling out a form for your employers and meeting their criteria to qualify).

Thank you for your support, any queries or if you require further information before committing yourself, please don't hesitate to contact us on fospottenend@gmail.com

Many thanks

Friends of School

NAME OF CHILD CLASS

NAME OF PARENT(S) EMAIL

I WOULD BE WILLING TO HELP BY

TIME (IF APPLICABLE)