



# FRIENDS OF POTTEN END C of E PRIMARY SCHOOL

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

Telephone 01442 865022

e-mail: [fospottenend@gmail.com](mailto:fospottenend@gmail.com)

8<sup>th</sup> November 2015

Dear Parents

## POTTEN END C OF E SCHOOL 2015 TEA TOWELS

Hopefully you will have chance to see the paper proofs for the Potten End C of E School 2015 tea towels in our FOS notice boards over the next couple of days (FS Board is located on the car park end of the outside wall of the school hall and KS2 Board is under the canopy on the end of the new classrooms) We hope you will agree that the children have all done a wonderful job with their self portraits, however if you spot any errors please email us by Friday as we will be signing off the proof.

If you would like to purchase a tea towel you can place orders on Wise-Pay up until the morning of the 19<sup>th</sup> November 2015. This will mean we will have the towels back for distribution from the 9<sup>th</sup> December onwards. Although the order deadline is 19<sup>th</sup> November 2015 we would really appreciate your help! If you know you are going to order please can you do so as soon as possible so we can establish whether we can meet the minimum order of 50 tea towels or not (this amount is required for us to be able go ahead with the order) and get in the printing queue with the company. It also means we won't miss our distribution date.

The price for these tremendous pieces of art will be **£ 6.00** for one, **£ 4.00** each if you are buying two or **£ 3.50** each if you are buying 3 or more, please feel free to order as many as you like and in turn tick as many people off your Christmas list as possible, helping the FOS fundraising efforts at the same time.

An order slip is attached at the bottom of this letter if you do not want to use Wise-Pay, mark the envelope with TEATOWEL and enclose the cash or cheque payable to Friends of Potten End School.

Many thanks as always for your continued support, and if you have any further queries please don't hesitate to send an email.

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**Potten End C of E Primary School TEA TOWEL orders**

Child's Name ..... Child's Year .....

Quantity required ..... Amount enc .....