



# POTTEN END C of E PRIMARY SCHOOL

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

Telephone 01442 865022

Head Teacher  
Miss Louisa Ingram

e-mail: [admin@pottenend.herts.sch.uk](mailto:admin@pottenend.herts.sch.uk)  
[www.pottenend.herts.sch.uk](http://www.pottenend.herts.sch.uk)

Dear Parents/Carers

7 March 2019



## BOOK SALE Wednesday 20 March 2019

We are having a visit from a travelling book company, on Wednesday 20 March where children will have the opportunity to spend their World Book Day tokens. Nursery parents are welcome to view and order books at 9.00am and parents of children in Years R-6 from 3.15pm to 4.30pm, in the school hall. The children will have had a chance to view the books earlier in the day, but if you would like to look yourself and/or buy books, you are very welcome to do so.

Because the books will be collected from school on Thursday 21 March, **any orders and payments must be received by 4.30pm on Wednesday 20 March.**

We look forward to seeing you there.

Yours sincerely

LOUISA INGRAM  
Head Teacher