



POTTEN END C of E PRIMARY SCHOOL

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

Head Teacher
Mrs Denise Kennedy

Telephone 01442 865022
e-mail: admin@pottenend.herts.sch.uk
www.pottenend.herts.sch.uk

9 October 2023



Dear Parents and Carers

To complement our learning about people who help us in the local community, we have invited Little City into school to provide a fun opportunity to learn through play. They will be coming into the school hall on Tuesday 7 November 2023 for a two hour session. Due to them requiring time to pack away before lunchtime set up in the hall, the session will commence at **8.45am**. We therefore ask that you endeavour to be at school by **8.40am** on this day.

The voluntary contribution for this session is £8.45. Please could you pay this via ParentMail by Friday 3 November 2023, unless your child is in receipt of Pupil Premium.

Yours sincerely

Mrs Hall
Reception Teacher

