



CATERHAM SCHOOL

30 November 2011

To Parents and Guardians of pupils in the First and Second Years

Dear Parents and Guardians,

I am writing to inform you about the **Lower School Christmas Fair on Friday 16 December 2011**, our last morning of term. The Fair will be held in the Sports Centre from **9.00am to 10.30am**.

We hold this event annually in order to give Lower School pupils an opportunity to be involved in raising money for all of the school charities. All pupils in the First and Second Years will take responsibility for organising a stall on the day. They will also be encouraging their parents and friends to support them and will persuade you to spend generously for the cause.

In addition, a small **Christmas Craft Fair** will take place at the same time. It will be held in the **Stephen Smith Room** (also in the Sports Centre) and a percentage of the proceeds from sales will be donated to the school charities too.

The pupils would love to see as many people attend as possible as they are keen to break the fund-raising total set last year. Your support would therefore be much appreciated.

Thank you in advance and we look forward to seeing you on Friday 16 December.

Yours sincerely,

Mr. Robert Jones

Assistant Head of Second Year

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