

# THE RICHARD HEATHCOTE C. P. SCHOOL

The Drive, Alsagers Bank, Stoke on Trent ST7 8BB

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Headteacher Mrs L. Chell

Tuesday 17<sup>th</sup> September

Dear parents / carers,

On Wednesday 2<sup>nd</sup> October Ash Class assembly will be taking place. We are delighted to invite you to our first class assembly and are looking forward to showing you some of the work we have been doing!

The assembly will start at 9:00am and will last around 15 to 20 minutes. Please aim to arrive a little earlier so you can sign in at the office and take your seat in the hall.

Please fill in the reply slip below and hand it in to the office or myself.

We look forward to seeing you soon.

Miss Heathcote.

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I will/will not be attending Ash Class assembly and will need \_\_\_\_\_ chairs (enter number of chairs).

Signed \_\_\_\_\_ (parent/carer)