

PURBROOK INFANT SCHOOL
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Headteacher: Lisa A de Carteret
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22 September 2026

Dear Parents/Carers

Macmillan Coffee Afternoon: Monday 12 October

Cancer is something that I am sure has, in some way or another, impacted all of our lives. As a school community over the last few years, we have seen this far too often and have at times been devastated by the hurt and pain that it leaves with us. Having lost my mum to cancer a few years ago I can personally understand the all too painful hole that it can leave behind. However, during those difficult times I can truly say what an amazing job the Macmillan Nurses do, to not only help the patient but also their families. A role they carry out selflessly.

In order to raise awareness for the work the nurses do and to raise money for future research we are pleased to share that we will once again, as a school, host another Macmillan Coffee Morning (afternoon). We would like to invite you to come along and use this time to not only connect with the school on an informal and personal level but to mingle and make lifelong friends with fellow parents, whilst at the same time raising awareness and, if you are able, raise money for a very worthwhile cause.

Important Food Safety & Allergen Notice (Benedict's Law Compliance)

To ensure our school remains safe for children with severe food hypersensitivities, we are enforcing strict allergen rules for this event:

- **Staff Bakes:** Staff will be getting involved by baking. My own banana bread—and all other staff bakes—will be accompanied by a clear allergen checklist
- **Shop-Bought Donations:** If you wish to bring in sealed shop cakes, they must arrive on **Friday 09 October** in their original packaging with the full ingredients and allergens clearly visible.
- **Home-Baked Donations:** Any home bakes brought in on **Monday 12 October** must be accompanied by a written list of ingredients, explicitly highlighting any of the **14 major allergens** (including nuts, dairy/milk, eggs, and gluten/wheat). Regrettably, we cannot accept or serve any unlabelled home-baked items. Please see the attached template. Copies of these are available in the reception lobby, alternatively, you may write out your own label but it **must** be in the same format as our label to ensure compliance.
- **School Environment:** Our school continues to operate a **strict no-nuts policy**; please ensure no peanuts or tree nuts are used in any capacity.

Our Macmillan Coffee afternoon will take place on **Monday 12 October** and will start at 1.45pm. As per last year we thought it would be lovely if the children can attend with you (if you wish). In order for us to be able to manage this, we will be inviting you to attend at different times during the afternoon. If you have children in different year groups, please select one time slot. We will be asking you to complete a Google Form to confirm your attendance and your children will then be brought to you. Unfortunately, only parents who have filled in the Google Form indicating that they wish their child to attend with them will have their child brought to them as I'm sure you will understand that we simply do not have the staffing capacity to undertake this without prior notice. You are of course more than welcome to attend on your own if you want to have a relaxing coffee and cake. Please click on the following link to confirm attendance: [Macmillan Coffee Afternoon](#)

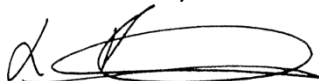
We are inviting you to come at the following times:

- Year 1: 1.40pm - 2.10pm
- Year 2: 2.10pm - 2.40pm
- Year R: 2.40 pm - 3.10 pm

Depending on the availability of cakes, we will hopefully be able to remain open from 3.15pm – 4.00pm so that parents can attend with their children after they have collected them to purchase a cake if they have been unable to attend during the school day.

We will not be selling cakes, we appreciate that with rising prices everywhere times are tricky, there will be a donation QR code and a bucket for collection available on the day. If you would like to donate online please click on this link: [Make a Donation](#)

Yours sincerely



Mrs L A de Carteret

Headteacher



HOME-BAKED DONATION ALLERGEN CARD	
Attach to your donation. Unlabelled bakes cannot be accepted.	
Name of Bake: _____	
Baked By (Parent/Carer): _____	
Allergen Checklist (tick if present)	
☐ Milk / Dairy	☐ Eggs
☐ Wheat / Gluten	☐ Soya
☐ Tree Nuts / Peanuts	☐ Other Allergens
<i>*Our school is a strict NO-NUT zone.</i>	
Full Ingredient List	

Signature: _____ Date: _____	