



Head Teacher:
Mrs Beth Atkinson
BA (hons) PGCE NPQH

Windmill Way, Ingleby Barwick
Stockton on Tees, TS17 0LVV

Tel: 01642 761985
Fax: 01642 750192

Email:
office@inglebymill.org.uk
Website:
www.inglebymill.org.uk

Dear Parents / Carers

Request for Christmas Decorations



This year, Ingleby Mill is taking part in the Christmas Tree Festival at St Francis of Assisi Church, Ingleby Barwick.

This takes place on Saturday 2nd and Sunday 3rd December and it will be an extravaganza of uniquely decorated Christmas Trees sponsored by local schools, clubs, businesses and community groups.

As a school, we have sponsored a tree and our School Council will be visiting in the coming weeks to decorate the tree.

We are requesting donations of decorations and baubles for the tree to be brought to the school office any time from now until Thursday 30th November please. Unfortunately, we will not be able to return the decorations to you after the event but they will be used to decorate our Christmas tree in school for years to come.

The festival is open for all to visit from 10am to 4pm on Saturday 2nd December and from 12 noon to 4pm on Sunday 3rd so it would be great if friends and family of our School Community could visit to see the display of trees from our school and other groups within Ingleby Barwick. It is free admission and refreshments will be available.

I am sure you will agree that this is a lovely event to be part of and we look forward to receiving your decorations to decorate our school tree.

Yours sincerely

Mrs Beth Atkinson
Headteacher



