



Windsor Hill Primary School
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Principal: Miss I McKane

Vice-Principal: Mr. S Hanna

Tuesday 22nd September 2026

School Website: www.windsorhillps.co.uk

Windsor Hill Primary School Macmillan Coffee Morning Friday 2nd October 2026 - 9:15am - 11:30am

Dear Parents, Families and Friends,

You're Invited!

We are delighted to invite all parents, grandparents, family members and friends of Windsor Hill Primary School to join us for our annual **Macmillan Coffee Morning on Friday 2nd October 2026**.

Each year, our school community comes together to support **Macmillan Cancer Support**, a charity that provides invaluable care and assistance to individuals and families affected by cancer. We hope you will join us in supporting this cause while enjoying a morning together.



A Coffee Morning with a Difference

This year, alongside tea, coffee and delicious treats, we are pleased to offer parents and family members the opportunity to spend some time in school with their children.

Visitors will be invited into classrooms to participate in a range of fun activities and experience some of the learning taking place across the school. We hope this will provide a wonderful opportunity for families to share in their children's school experience, meet staff and enjoy spending time together.

Due to our P5 Music and P6 Swimming commitments, classes will be available to visitors at different times throughout the morning. A timetable outlining classroom visiting times will be sent home separately.

How You Can Help

To make our Coffee Morning a success, we would be very grateful for your support by:

- Attending the event
- Making a donation to Macmillan Cancer Support
- Donating traybakes, buns, scones or other treats

Donations of baked goods may be:

- Sent to school with your child on Thursday 1st October
- Left in the Assembly Hall on Thursday afternoon (before 4:00pm)
- Brought to school before 9:00am on Friday morning



As we have pupils with severe allergies, we kindly ask that no items containing nuts are provided.

Some of our pupils will also be making treats for the event.

Supporting Macmillan

Collection boxes will be available in the Assembly Hall throughout the morning. Alternatively, donations may be sent to school in a sealed envelope clearly marked "**Macmillan Coffee Morning**". Every contribution, no matter how small, will help Macmillan continue its vital work supporting those affected by cancer.

We Look Forward to Welcoming You

We hope our Macmillan Coffee Morning is always a special event, bringing together pupils, families, staff and friends in support of a very worthwhile cause. We sincerely hope that you will be able to join us for a cup of coffee, a chat, some classroom fun and an opportunity to make a difference. Thank you for your continued support of our school and of Macmillan Cancer Support.

Yours faithfully,
Miss I McKane
Principal



Timetable for visitors to classes on Friday 2nd October 2026

As we continue to accommodate class music lessons and P6 swimming sessions, we would be very grateful if families could follow the timetable provided for our Open Class Morning wherever possible. We understand that families with more than one child in the school may need to divide their time between classes, and we will, of course, be flexible and accommodating in these circumstances. As this is the first year we are trialling this format alongside our Macmillan fundraising event, we would greatly appreciate your support and cooperation. We look forward to welcoming you into school and thank you in advance for helping us make the morning an enjoyable and successful experience for everyone.

Time	Class	Activity
9:15 – 9:45 am	P1	Play activities in the classroom with guests
	P2	Play activities in the classroom with guests
	P3	Activity Based Learning in the classroom with guests
	P4	Normal Classroom activities
	P5	Class Music with EA tutors
	P6	Parents visit classes first thing, then pupils go swimming . Parents go for Coffee
	P7	Normal Classroom activities
	SP1 & SP2	Play activities – Outside weather permitting. Refreshments will be arranged with SPIMS staff.
	<i>Hall open for other visitors who may like to support the coffee morning</i>	
9:45 – 10:15 am	P1	Coffee Morning with guests
	P2	Coffee Morning with guests
	P3	Coffee Morning with guests
	P4	Activity Based Learning in the classroom with guests
	P5	Activities in class with guests
	P6	Swimming – back around 11am
	P7	Activities with guests
	<i>Hall open for other visitors who may like to support the coffee morning</i>	
10:30 – 11:15 am	P1	Normal classroom activities
	P2	Normal classroom activities
	P3	Normal classroom activities
	P4	Coffee Morning with guests
	P5	Coffee Morning with guests
	P6	Coffee Morning after swimming
	P7	Coffee Morning with guests
	Event finishes @ 11:15am / 11:30am	