



Timetable for Christmas card posting.

Children will have a range of days to post their cards. Delivery will be 3 days later. Children can post their cards anytime during the day - therefore Ks2 may want to do it during their Carol concert practise time. Ks1 could post in the afternoon.

Post days	Delivery days
Wednesday 2 nd December	Monday 7 th December
Tuesday 8 th December	Friday 11 th December
Monday 14 th December	Thursday 17 th December

Before posting the cards, everyone must remember to:

- Hand sanitize before placing cards into the box
- Only post on the days allocated - this gives the time for the cards to wait in isolation before being distributed to classes.

The children who will be sorting the cards must hand sanitize before they begin. The cards for each class will be placed into a plastic bag for delivery. These bags can then be disposed of once the cards have been taken out.