



PENWORTHAM PRIMARY SCHOOL CHRISTMAS EVENT

Non-Uniform Days

Send your child/ren to school in their own clothes for a small donation of either:

Friday 23 November

Infants: New small toys, books, pens, pencils, etc. to fill the bags for the Hook a bag stall

Juniors: New gifts that parents/guardians may wish to receive for the Secret Present Room

Friday 30 November

Infants: Boxes of chocolates / Selection boxes for the Chocolate Tombola (please remember we are a nut-free school)

Juniors: Bottles for the Bottle Tombola (preferably alcohol!)

Hi all!

Plans are underway for this year's Christmas event on Friday, 7 December 2018. **This year, the fair will be held at 3.30pm - 5.30pm.** We're trialling this to free up the evening as we know it's a really busy time of year.

We'd really like to deliver our annual fair, including a visit from Santa, but we can't do it without your help.

Below is a list of volunteer positions and when you'll be needed. Please return the slip at the bottom of the page to the office by Thursday 15 November. A member of the team will then contact you to confirm. Further explanations are provided overleaf. **In the event that we do not get enough volunteers a smaller, an alternative event will be offered.**

Many thanks in anticipation of your enthusiasm!

Your PTFA ☺

email: ptfa@penwortham-pri.lancs.sch.uk

Chair – Gill Hayhurst (Year 2 parent) 07445 430410

Secretary – Helen Hodgson (Year 3 and 5 parent) 07941 542735

Treasurer – Debbie Hodgson (Year 5 parent) 07724 979331



Name of parent/guardian:.....

Name of child:..... Class:.....

Contact phone number:.....

Email address:.....

I can volunteer for the following:

What	Numbers required	When	Sign me up!
Fair Stall Preparation	3	27 Nov in school 1-3.15pm	
Fair Stall Preparation	3	4 Dec in School 1-3.15pm	
Grotto decorating	3	6 Dec in School in 1-3.15pm	
Setting up on 7 Dec	7	8 December from 1.15pm	
Help in the café/on a stall	20	8 December from 3.15pm	
Donate a cake	No limit	8 December from 3.15pm	
Clearing up	8	8 December from 5.30pm	

If you can donate a raffle prize on behalf of your place of work, please provide details here and drop it off at the school office by 3 December – Thank you!

What do we need to do?

Wrapping prizes

We buy a number of prizes for the children, which are wrapped prior to the event.

If you can find the end of sticky tape without losing your head then this is the job for you!

Raffle prizes

In addition to donating a raffle prize, we also need people to pop them in a paper bag and add a sticker. We provide everything you need except for hands to do the work...

Café

We need volunteers to serve hot and cold drinks and a selection of snacks as well as clearing up throughout the event.

Involves some cash handling and festive cheer.

Setting/clearing up

We need a hand setting up the stalls and hall in anticipation of the hundreds of happy families that will come to support the event.

Clearing up is the same but in reverse and involves the use of bin bags.

Donate a cake

It's not the 'Great Penwortham Primary Bake Off' but we do need some yummy cakes to sell in the café. Bake or buy, we don't mind!

Please ensure any donations are **clearly marked with allergens** and dropped at school on the day.

Manning a stall

We rely heavily on the generosity of staff and a few parents. We know you want to watch the joy on your kiddies faces when they win a load of chocolate or an inflatable microphone but if you can spare an hour or two to help out then you get to see that joy on loads of kiddies faces. That's Christmas spirit ☺

We'll need to plan this in advance so be clear on the return slip what times you are available.

We also accept help from extended family and friendly neighbours! Just put their details on the return form

(please let them know first or we'll be in trouble under Data Protection legislation!)

A heads up about Santa's Grotto...

Every year we try different processes to try and keep down the frustrating waiting times. We're going to stick with 30 minute slots that we offered last year but have fewer slots. Allocation will be on a first come first served basis. We will write to you to book a slot once we know that we have enough volunteers but Santa has got the date in his diary and is preparing the sleigh.