



**Billingshurst Primary School**  
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21 November 2017

Dear Parents and Carers,

**Senior Citizens Christmas Tea**

As has been the tradition in the school for many years, on Monday 4<sup>th</sup> December we have invited some of our local Senior Citizens to come and spend the afternoon with us – an annual occasion which they really look forward to. The Reception children will perform their nativity play to them. Following the performance, our guests enjoy tea, sandwiches and cakes.

If you are able to provide a few small sandwiches or cakes, please complete the slip below and return it either to your class teacher or the main reception desk by Wednesday 29<sup>th</sup> November. We would be grateful if you could bring your donations to the school on the morning of Monday 4<sup>th</sup> December. Please clearly label any containers you would like back. Also, please note that all donations must be nut free.

We are also looking for volunteers on the day to help set up and then serve the tea, sandwiches and cakes to our guests. We would need your help from 1–3 pm. If you are able to help on the day it would aid us enormously with the organisation of this event if you could provide an email address so that the parent who is organising the afternoon can contact you directly.

Thank you in advance for any donations for the afternoon tea and any help you would be able to provide on the day. Our Senior Citizens really do enjoy the afternoon and look forward to it each year.

Yours sincerely

*Helen Williamson*

Mrs H Williamson  
 Headteacher

**Senior Citizens Christmas Tea – Monday 4<sup>th</sup> December 2017**

- a) I will provide 6 small sandwiches
- b) I will provide 6 small cakes
- c) I will be able to help on Monday 5<sup>th</sup> December.

Parent’s Name.....Child(ren) .....Class Name  
 .....

Email address ..... (for volunteer helpers)

