



Billingshurst Primary School
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20 November 2018

Dear Parents and Carers,

Senior Citizens Christmas Tea

For those of you new to the school and for those with many years' experience, we have held an annual event for our local community which has been running for many, many years with great success. We invite our local pre-school children and members of our senior community into the school where our reception class perform their nativity play. This year's event will be held on Monday 3rd December. The pre-school children join us for the nativity performance whilst the members of our community join us for both the nativity performance and an afternoon tea of sandwiches and cakes. It is an occasion which many of our senior community look forward to annually and we have had, over the years, wonderful comments from the community that it is one of the highlights of their Christmas season.

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 to the main reception desk by Wednesday 28th November. We would be grateful if you could bring your donations to the school on the morning of Monday 3th 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 with more details.

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 enjoy the afternoon enormously and greatly look forward to it each year.

Yours sincerely

Helen Williamson

Miss Helen Williamson
 Headteacher

Senior Citizens Christmas Tea – Monday 3rd December 2018

- a) I will provide 6 small sandwiches
- b) I will provide 6 small cakes
- c) I will be able to help on Monday 3rd December.

Parent's Name.....

Child(ren) Class Name(s)

Email address (for volunteer helpers only)

