



St Benedict's Primary School

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Wednesday November 20th, 2019

Dear Year 5 Parents and Carers,

With the move of our Year 6 Graduation to our school hall last year and for the future, we need your support to help run the event on Wednesday 18th December, 2019. We are seeking assistance with jobs before the evening, setting up on the day, during the evening and cleaning up afterwards. You will receive the benefit of the hard work that goes into graduation in 2020 when you celebrate your child's graduation.

Please indicate which job you are able to help with and what time you are able to help.
Please return to the Year 5/6 teachers as soon as possible.

Before the Event- from 12pm	
Setting up event (from 12pm on 18.12.19) <ul style="list-style-type: none">• Red Carpet• Fairy lights set up• Blue and gold drapes• Table set up and setting with cutlery/crockery• Chairs	8 people required
Grazing platters	1 more helper required
Set up dishwashing washing stations	1 person
Drinks table <ul style="list-style-type: none">1. Purchase ice2. Stacking drinks into tubs with ice	1 person required
During event 6.00pm-7.30pm	
Clearing tables after dinner	4 people required
Washing Up	6 people – 3 stations
After event - 9.30pm	
Pack up event <ul style="list-style-type: none">1. Clear tables and pack away table decorations2. Chairs Stacked3. Tables cleaned and put away	6 people required
Dinner settings packed away in tubs	3 people required
Fairy lights and drapes taken down and packed away (on the night or the following morning)	2 people

We greatly appreciate your support and assistance with this important and exciting school celebration. If you have any queries, please don't hesitate to contact the Year 5/6 teaching team.

Kind regards,

Alana Quirk

Year 5/6 Teacher

Assistant Principal

Year 5 Parent Assistance for Year 6 Graduation Celebration

Please consider the roles noted previously. Your assistance with any of these jobs, either prior to or on the night, would be greatly appreciated.

Parent name: _____

Job I can help with: _____

Time I am available: _____

Best Contact number: _____