



# St Benedict's Primary School

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Wednesday November 20<sup>th</sup>, 2019

Dear Year 6 Parents and Carers,

With the move of our Year 6 Graduation to our school hall last year and for the future, we are seeking your assistance to help set up for the event on Wednesday 18th December, 2019. As it is an important family occasion for Year 6 students, we would like you to be able to fully enjoy the evening and so we are not seeking assistance from Year 6 parents during the evening. We will have some Year 5 parents also assisting with set up and other jobs during the evening.

Please consider the following tasks and your availability to help. If you are able to be involved in the set up, please complete the attached slip and return it to the Year 5/6 teachers as soon as possible.

<b>Before the Event- from 12pm</b>	
Setting up event (from 12pm on 18.12.19) <ul style="list-style-type: none"><li>• Red Carpet</li><li>• Fairy lights set up</li><li>• Blue and gold drapes</li><li>• Table set up and setting with cutlery/crockery</li><li>• Chairs</li></ul>	8 people required
Grazing platters	1 more helper required
Set up dishwashing washing stations	1 person
Drinks table <ul style="list-style-type: none"><li>1. Purchase ice</li><li>2. Stacking drinks into tubs with ice</li></ul>	1 person required

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 6 Parent Assistance for Year 6 Graduation Celebration

Please consider the roles noted previously. Your assistance with any of these jobs to help with set up, would be greatly appreciated.

Parent name: \_\_\_\_\_

Job can help with: \_\_\_\_\_

Time I am available: \_\_\_\_\_

Best Contact number: \_\_\_\_\_