



Friends of St. Helen's Catholic Primary School

FOSH Christmas Planning Meeting

Monday 21st October 2024

Present

Eilis Clark – Abdullah (Chair), Renata Gawlik (Secretary), Jo Barnetson, Ruby Smith, Santhini Sasidharan, Lesha Callinan, Alison Greenwood – Kyett, Irene Solis – Marti, Ailis Farrell, David Moroto

Absent

Welcome

Eilis Clark – Abdullah welcomed everyone to the meeting and thanked them for attendance.

Actions from 14th October 2024

- Reception coffee mornings date to set up before half term.
 - Eilis asked for a date before next FOSH meeting on 11th November 2024 to engage with more parents.
 - Reception parents to coordinate. Leading Ailis.
 - Details of Santa's Magical Workshop?
- Details of Santa's Magical Christmas Workshop
 - What will be made? Still in the process. Need to be discussed with teachers.
 - Proposition of splitting cost of crafts – half funded by the school and half by FOSH.
 - Decision to make about who will buy supplies – teachers themselves or FOSH.

Events

Non-uniform day 'Santa's Hamper Haul

- Discussed logistics and comms.
 - Flyer for Hampers to be finished by Renia and to go out before half term as well add to school newsletter in the run-up.
 - General Volunteer flyer to go out and target volunteer requests as and when.
- Hamper items agreed to be :
 - tea/coffee for Reception
 - hot chocolate/marshmallows for Year 1
 - biscuits/crackers for Year 2
 - chocolate/sweets for Year 3
 - mince pies/stollen/other traditional Christmas items for Year 4
 - jam/chutney for Year 5
 - cordial/mulled wine/alcoholic fizz for Year 6
- Hamper wrapping day suggested Thursday 28th November 2024. Jo will check availability with Liz.
 - Proposed three time slots for volunteers to help assemble hampers and any other Fayre activities required.
 - Morning – after drop off – suggested time 1 hour
 - Afternoon – before pick up - suggested time 1 hour
 - Evening – after afterschool clubs - suggested time 2 hours
 - Make all three sessions social and welcoming: Christmas music, and refreshments.

4th December Santa's Magical Christmas Workshop (whole school craft day and a visit from Santa)

- Kids split up into 4 houses. 2 teams (siblings together), each house gets to meet Santa and make crafts to sell at the Fayre.
- We will have two sleighs to use to create magic. One Grotto would be set up inside at the library and a second one outside at Summer House (Year 1 playground). Outside one will remain for Christmas Fayre.
- Members of FOSH agreed that ALL children should get the opportunity to 'meet' Santa. For time reasons it should be in the style of a meet and greet with a photo.
- All children will receive a gift (book or tree decoration keepsake - need to be decided) and a digital photo that will be sent to parents.
- Photos – need to check safeguarding. Jo will investigate it with Liz.
- FOSH members proposed payment for Santa experience in advance using School Getaway.
- The cost of a ticket should reflect the experience and needs to cover the cost of a Santa.
- Jo to speak with a professional Santa. Ask about his availability and his rate for the all-day experience or 2- 3 hours. Also, ask about renting costumes.

- We still need to decide whether we are hiring a professional Santa or we are looking for someone from parents or community as well as we need one or two Santas.
- We talked about how children will be taken to meet Santa and what attractions we can provide for them in the waiting area. This needs to be confirmed in at the next meeting.

6th December Christmas Fayre

- Jo passed on information from Liz about what facilities the school will be making available for this event. It will be Year 1, 2, 3 classrooms and the hall.
- Jo needs to ask Liz about Reception classroom availability for the hamper/prize collection and the Year 1 garden area.
- Agreed we would need Year 1,2,3, classrooms for games/crafts so that we don't try to cram too much into each room.
- Possibly two activities per classroom, a mix of games and crafts. For example, Sweet tombola and writing a letter to Santa or Bottle tombola and icing biscuits.
- 'Elfridges' selling children's crafts along the corridor.
- Hall will be used for refreshments only. Need to agree on what we're selling. Liz looking into an alcohol licence.
- Payment, both cash and contactless will be available. On arrival, there should be a table for parents who would like to purchase 'North Pole Pounds' with further contactless points available at other locations (for example – refreshment stalls).
- To make it easier for children and parents to navigate on Christmas Fayre we decided to create Christmas Map. Ruby will lead on this project supported by Renia.
- We talked also about using a garden area for kids to do smores. We need to ask Mrs Miller if she will be available to help.
- Members also talked about how to engage children and get the holiday spirit going. Eilis suggested the KS1 and KS2 Choir performances - Jo to ask Liz. Each choir learns a couple of songs and performs them in the hall or outside area at designated times advertised ahead of the Fayre
- PA system – Liz looking into supported by David.
- Raffle tickets should be available to buy at multiple points. Prizes should be well presented along with the list of sponsors. An example Hamper and a list of prizes.
- Raffle drawn could be taken in the hall by using a big tombola and winners will be taken by an elf to the collection point. (Reception classroom)
- All agreed that one of the Christmas Fayre activities should be a face painter. Eilis to book it.
- The time of Christmas Fayre needs to be confirmed. FOSH members felt that after school would be preferred to during school as not as inclusive to working parents. Jo will discuss this with Liz.
- After-school club children – FOSH to arrange either a Christmas movie or Christmas crafts at no cost to parents and to ensure that children unable to attend the Fayre feel part of the experience.

- Dominic needs to decide on a payment platform and agree on how this will be managed and who can support taking payments.
- Can we use school iPads or should we buy just for FOSH to be confirmed at the next meeting?

AOB

- Ruby sent an email to sponsors and we already have some amazing donations.
 - Allegro Music - Music Lesson Voucher.
 - Caddies – two crazy golf tickets
 - IndiRock – climbing for two and shoe hire.
 - Southend United Football Club – four tickets to a home game.
 - c2c – train ticket.
 - Kids Kingdom – free entry tickets.
 - Billy Hundreds – tapas voucher.
 - Cliffs Pavilion – four tickets to ‘Santa’s Wish’ Christmas musical.
 - Rossi/Marsh Farm – the bundle of prizes.
 - A&T at the Cricketers – Curry night for two.

Next meeting: Monday, 11th November 2024, 8:45 am