



# Friends of St. Helen's Catholic Primary School

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## **FOSH Christmas Planning Meeting**

**Monday 11<sup>th</sup> November 2024**

### **Present**

Eilis Clark – Abdullah (Chair), Renata Gawlik (Secretary), Dominic Clark – Abdullah (Treasurer), Ruby Smith, Irene Solis – Marti, Natasha Curtis - Igbo

### **Online**

Alison Greenwood – Kyett

### **Welcome**

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

### **Actions from 21<sup>st</sup> October 2024**

- Santa's Hamper Haul – posters were up in school before half term. Email was sent to parents, also added to school Newsletter with weekly reminder.
- We went social – both accounts Instagram and Facebook have been set up. Email with links was sent by school.
- Trustee committee had meeting about setting up budget and prices for Santa's Grotto Experience and Christmas Fayre. Also agreed to support School Christmas Craft Extravaganza with splitting cost 50:50.

### **Christmas Power Point Presentation**

#### **1. Santa's Hamper Haul**

- As we already know 15<sup>th</sup> November will be non – uniform day for pupils in our school in exchange for donations to the Christmas Fayre.
- Poster detailing hamper items should be shared this week more frequently in our social media as well as an email should be sent to parents about it.
- Eilis to ask Liz about posting links to our social media in school Facebook page as well as posters to reach more parents and friends associated with our School.

- Eilis with Ruby will create short video showing examples to help parents with their donations.
  - Class representatives kindly remind about donations and non-uniform day through WhatsApp years group chats.
  - Hamper wrapping day was set up for Thursday 28<sup>th</sup> November 2024 with three time slots for volunteers to help assemble hampers and any other Fayre activities required.
    - Morning – after drop off - from 9 am - time 1 hour with possibility to extend to 2 h (ask Liz about it)
    - Afternoon – before picking up time 2 pm – 3 pm
    - Evening – after afterschool clubs - 5:30 pm – 7 pm
- Make all three sessions social and welcoming: Christmas music, and refreshments.
- Ruby to create poster about wrapping day as soon as possible.
  - We agreed that raffle tickets should be sold in the week begin by 2<sup>nd</sup> December during dropping off kids and their collection time to give people more time to enjoy other activities in Christmas Fayre. we need check gambling licence.
  - Volunteers spreadsheets to be crated.

## **2. Christmas Craft Extravaganza**

### **Crafts**

- Day set up by school for 4<sup>th</sup> December. It is a school event supported by FOSH. Trustee committee already agreed to split cost of it 50:50.
- School will supply crafts and manage logistics.
- Parent will be invited to this event. Also, school will manage communication about it and logistic.

### **Santa's Grotto**

- We need two Santas because there will be two Santa's Grotto. One of them will be provisionally booked professional Santa by Jo. Jo needs check cost for full day. Second – Dominic has a person who agreed to play it. Need to check him as well as buy a Santa suit.
- FOSH will decorate two grottos. One in the library will be 'Santa's Workshop', second in the summer house outside will be 'Winter Wonderland'. FOSH will provide decorations for both of them.
- Eilis reached out to local garden centres requesting prop donations. Needs to chase them out. Also, if needed we will ask parents for support and donations.
- Santa experience will be ticketed. The price for it will be £6 for each child. Tickets costs will cover gifts for children and professional photos.
- We can use School Getaway to sell tickets for Santa Experience. Sales should start 15<sup>th</sup> November till 29<sup>th</sup> November to give us chance to buy if needed missing gifts.

- Committee agreed for small Teddy Bear with personalisation. We need order 250 of them. Not-used ones can be added to Christmas Hampers or used in another year.
- Photos will be taken by Renia and Will. To follow GDPR rules we will put an agreement to do photos on the School Getaway when parents can agree or disagree while buying tickets for the event. Renia to be in touch with Will.
- A spreadsheet with names needs to be created to put photo numbers on - to rename files later with children's names and Years. After the edition, the School will receive all pictures and send them over to parents.
- Outside grotto will be kept for Christmas Fayre.
- We need at least 6 to 8 volunteers for two sessions AM – PM. (Santa Helper, taking kids to Santa, photos, one to entertain kids in their waiting area)

### 3. Christmas Fayre

- Event day is set up on 6<sup>th</sup> December 2024. The start time of 3:30 pm for the Christmas Fayre was agreed by Headteacher. This would be in keeping with previous events and accommodate the needs of working parents. Event will finish at 5:30 pm but volunteer cleaning crew will stay until 6:30 pm.
- Payment, both cash and contactless will be available. On arrival, there should be a table for parents who would like to purchase 'Polar Pounds' with further contactless points available at other locations (for example – refreshment stalls). Renia to reach 'Minuteman Press' about quote for 500 Polar Pounds Cards.
- To make it easier for children and parents To navigate on Christmas Fayre, we decided to create a Christmas Map with an activity on it - find an elf at every point on the map – collect stamps, and receive a surprise gift.
- The gift for the Christmas Map Collection will be a personalized Christmas Bauble. Eilis is to order them in the amount of 250.
- We will offer refreshments at our Christmas Fayre – hot and cold – which will be served at the hall with the opportunity to sit and enjoy chat with other parents and kids.
- We need to confirm with Mrs Miller if she will be available to do smores with the kids.
- We have available 5 classrooms: both Year 1 and Year 2 will be intended for games and activities. One of the year 3 classrooms will be placed for all raffle prizes. Planned games and activities are:
  - Year 1 Jellyfish – Bottle tombola and Icing biscuits.
  - Year 1 Starfish – Sweet tombola and Snowball throwing.
  - Year 2 Oysters - Sweet jar and Rudolf Nose
  - Year 2 Seahorses– Face painting (booked by Eilis) along with a letter to Santa and tattoos.
- On the corridor, we will have Elfridges Craft Stalls with items done by our school pupils on Christmas Craft Extravaganza Day. We need to ask Liz which Year will help us with running them.

- Outside, next to Summer House, will be a place for a Christmas Choir performance with very special guests. KS1 Choir Performance will start at 4 pm – kids will be singing for 10 minutes. KS2 Choir Performance will start at 4:45 pm and finish at 5 pm.
- The raffle draw will start at 5 pm. We will create spreadsheets to put parents' contact numbers. Elf helper will text them to collect a prize or if someone don't collect an item, we will pass them to office to collect from there.
- We will need at least 16 helpers to run stalls smoothly. Eilis will engage Parish community on 24<sup>th</sup> November after Sunday Mass.
- After-school club children – FOSH to arrange a Christmas movie and some refreshments at no cost to parents and to ensure that children unable to attend the Fayre feel part of the experience.
- We need assure that our communication is simple and easy to follow by parents. All posters are created – needed final touch up.

<b>Christmas Events Communication Plan</b>	
<b>Week 1: 11th - 15th November</b>	<p><b>Announce</b></p> <p>Daily from 11th November 15th November (Sales live from TBC) Weekly from 11th November</p> <p>Daily 18th - 25th November Weekly from 18th November Weekly from 18th November Weekly from 11th November</p> <p>Daily 25th November - 2nd December Weekly from 18th November Weekly from 11th November 29th November</p> <p>Daily from 29th November Daily from 29th November</p>
<p><b>Hamper and Non-Uniform day</b> <b>Santa's Grotto ticket sales information</b> <b>Volunteer sign up</b></p>	
<b>Week 2: 18th - 22nd November</b>	
<p><b>Sweet tombola - Bags to go out and returned by 25th</b> <b>Wrap and Chat Invitation for 28th Nov</b> <b>Prop donations</b> <b>Volunteer sign up</b></p>	
<b>Week 3: 25th - 29th November</b>	
<p><b>Bottle tombola donations</b> <b>Prop donations</b> <b>Volunteer sign up</b> <b>Cake donations - drop off 6th Decemeber</b></p>	
<b>Week 4: 2nd - 6th December</b>	
<p><b>Raffle Ticket sales</b> <b>Polar Pounds sales</b> <b>Cake donations - drop off 6th Decemeber</b></p>	

#### 4. Feedback

- All agreed that after Christmas Events we should receive some feedback from parents to ensure what we can do better in futures events.
- Comms team to decide which option will be the best – paper or electronic.

#### Banking update – Dominic Clark- Abdullah

- Payment, both cash and contactless will be available, during school Christmas Fayre.

- Still waiting for access to account. Possibility of buying required items from personal accounts with receipts and claim money back after getting access.

**AOB**

- Reception, Year 1 and Year 2 Nativity – coffee and tea services suggested by Liz. FOSH committee agreed to provide refreshment before those school events.
- Reception Coffee Mornings date set up on 22<sup>nd</sup> November 2024. Natasha will be leading on this event.

**Next meeting:** Monday, 9<sup>th</sup> December 2024