



Charity Registration No: 1146524

IMPORTANT INFORMATION

Friends of Millfield PTA Festive Party - Thursday 14th December 2023

KS1 Party 6pm-7pm / KS2 Party 7.15pm-8.15pm

To help ensure the safe running of the Friends of Millfield PTA Festive Party, please carefully read the following information.

- Children are to be brought to **Jubilee Hall, Heighington** by their parent/carer.
- They are to bring a **completed permission slip** and the **correct amount of admission money** (even if a parent/carer is staying as a PTA helper).
- All Children are to enter the building by the rear fire exit door of **Jubilee Hall - labelled the parish council** (please go round to the back of the hall and queue in the car park)
- They will then go into the main hall where the party will take place.
- Parents/carers leave their children once they are in the building. **Due to restricted space parents/carers are asked to take their child's jacket home with them and bring them back for collection.** There will be members of staff and PTA members present during the course of the evening to supervise the children.
- Once the party has finished, Parents can collect their children by entering the **hall emergency exit to the rear of Jubilee Hall** and exiting through the front door with your child.
- This will make sure that children can enter and exit as quickly and efficiently as possible
- **No child will be allowed to leave the building without a responsible adult.**

The disco entrance fee is **£3.00** per child. We are asking that children bring the correct amount of admission money as this greatly reduces queueing time, **we will not be giving out change.**

For KS1 & KS2: There will be small bags of sweets, glowsticks and glitter tattoos on sale. Sweets and glowsticks will cost 20p. Glitter Tattoos and Face Glitter will cost £1.00. Squash/Water will be provided for free by the PTA.

Belvin Construction have very kindly offered to fund-match the Festive Party event which means they will donate the same amount of money as the PTA makes (up to £500.00).

Please ensure your child brings their money in a suitable purse/wallet/bag with their name on it. **Can we ask that children DO NOT bring their mobile phones.** Thank you for your co-operation and support.



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PTA Festive Party Volunteers Always Appreciated!

Friends of Millfield PTA are always looking for volunteers to help out at the Festive Party (and other events), here's an idea of what the volunteers do on the night. This is limited to the first 10 volunteers.

Infant KS1 Party

Turn up 15 minutes early to help set up (you can bring your child early too).

Sell sweets/drinks.

Supervise dance floor (guard doors and check children are not misbehaving).

Supervise corridors/toilets (usually staff as DBS check necessary).

Help to tidy before next party and pick up any lost property.

Help safely reunite infant children with parents/carers before they leave the building.

Junior KS2 Party

Help tidy up between discos.

Sell sweets/drinks.

Supervise dance floor (guard doors and check children are not misbehaving).

Supervise corridor/toilets (usually staff as DBS check necessary).

Help to clear refreshments away, dispose of rubbish and sweep hall.

Help to ensure all pupils are safely reunited with parents/carers.

Millfield pupils look forward to school parties but without the help of both teachers and parents these would not be possible. If you are interested in helping out at either party, please contact **Kerrie on 07731 557750.**



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Dear Parents/Carers

School Festive Party - Thursday 14th December 2023

Infants KS1 - 6.00pm - 7.00pm

Juniors KS2 - 7.15pm - 8.15pm

Please complete the consent form below and detach from this letter for your child to bring to the party along with their £3.00 entrance money. Please be aware that for Health & Safety reasons, admission will not be allowed without this consent form.

THIS FORM SHOULD NOT BE RETURNED TO CLASS TEACHERS

Thank you for your continued support and co-operation

School Festive Party - Permission Slip

I (name of parent/carer) hereby give permission for my child to attend the School Festive Party on Thursday 14th December 2023.

Childs name Class

I understand that adults will be invited into the hall to collect their children at the end of the party and no child will be allowed to leave the building without a responsible adult.

I understand that mobile phones are not allowed at the party and my child will not be sent with a mobile phone.

Signed Contact phone no.....

PLEASE ENSURE YOUR CHILD HAS THE CORRECT AMOUNT OF ADMISSION MONEY (£3.00) IN AN EFFORT TO REDUCE QUEUING, WE WILL NOT BE GIVING OUT CHANGE.