



The Friends of Wheatfield Primary School

Christmas Fayre - Friday 4th December 2015, 5pm to 7.30pm

Dear Friends

Our Christmas fayre is fast approaching and the Friends committee are busy preparing for it, however, the success of any event depends on the donations of items and time that we receive.

This year we are asking for donations of the following:

- Bottles of alcohol - please ensure that they are within use by date
- Bottles of non-alcoholic drinks, liquid soap, shampoo, Xmas tins/jars - all within use by dates and unopened.
- Decorated and filled jars/bags - homemade jam, wrapped sweets, party bag type goodies etc or just the items to go in the jars/bags and we will decorate them!
- Chocolate - any type - a bag, a bar, a box, a tin etc...
- Homemade cakes and biscuits
- Books and DVD's
- Toys - please check they are in working order
- Cuddly Toys - the type you'd like your child to bring home and clean!
- Christmas hamper donations - Christmas cake, mince pies, yule log, cheese biscuits, crackers, port, brandy
- If you would prefer to make a monetary donation please send this in an envelope marked 'Christmas Fayre Donation' with your child's name and class.
- 30 mins of your time to help 'man' a stall on the day (or more)!!

Offers of your time are essential to the success of this event. We need help sorting through the donations on the day and setting up the stalls. We also need help to run all the stalls that we have planned. We **do not** have enough committee members to run all the stalls so 30 mins of your time would be really appreciated to ensure the fayre runs smoothly.

Parents of children in KS1 - please sign up to help run a stall on the sheets outside your child's classroom.

Parents of children in KS2 - please complete and return the donation form, email us, give your details to the school office, sign up on the sheets outside KS1 classrooms to confirm how/when you can help.

We will also need help on the day of the fayre to set up from 1.45pm and to clear away after 7.30pm.

Please let us know how you can help ASAP and by Tuesday 1st December at the latest.

Donations can be sent into school from Monday 30th November.

Here is a timetable to let you know what's required and by when

What	Where	Required by:
Donation form - items for stall, hamper or your time	School office or by email wheatfieldprimarypta@virginmedia.com	Tuesday 1 st December
Donations - as listed	Small school hall	Anytime from Monday 30 th November
Homemade cakes and biscuits	Small school hall	On Friday 4 th December by 12 noon

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Donation/Support Form - please return ASAP

Donations for stall (please tick)

Bottles of alcohol	
Bottles of non-alcoholic drinks etc	
Decorated and filled jars/bags	
Homemade cakes and biscuits	
Chocolate	
Books, toys, DVD's	
As new cuddly toys	

Donations for Hamper (please tick)

Christmas cake	
Mince pies	
Yule log	
Cheese biscuits	
Christmas crackers	
Bottle of port or brandy	

Donations of help - please tick and specify time

1.45 - 4.30pm - setting up		Time:
5.00 - 7.30pm - helping on a stall		Time:
7.30pm - clearing away		Time:

Name: _____

Child's name and class: _____

Contact telephone number/mobile number: _____

Email address: _____

Please return by Tuesday 1st December or ASAP - Thank you!

The Friends of Wheatfield Primary School
Registered charity no. 1149714