



# PARENT GROUP

*"Together We Achieve"*

Dear Grade 5 Parents,

3<sup>rd</sup> November 2017

**Re: Grade 6 Graduation Dinner – Tuesday the 19<sup>th</sup> December, 2017**

As you may be aware, each year Parent Group assists with the Annual Grade 6 Graduation Dinner, which is held to acknowledge their achievements over their Primary School years. For this evening to run successfully, it is tradition that each year the Grade 5 Parents assist with the running of the evening alongside Parent Group (unfortunately this is not an evening for the Grade 5 children due to health and safety reasons).

**Your assistance is required with:-**

**Session 1 5.35pm – 8.00pm:**

- Serving the children and teachers their main meal and dessert, and clearing meals/tables and dishes. Setting up chairs in hall.

**Session 2 8.00pm – 10.00pm:**

- Setting up tables for supper, serving supper/tea/coffee
- Clearing away and clearing up supper

**We are also looking for a grade 5 parent to co-ordinate the above requirements.**

A reply slip is attached for you to fill in where you can assist – so please, don't be shy and put your name down to help out on this very special evening. And remember, next year it will be you and your child's turn to enjoy an evening supported by next year's Grade 5 Parents.

Please return the attached reply slip to your Grade 5 Teacher by Friday 10<sup>th</sup> November, 2017. A completed roster will be sent home with your child confirming your time slot.

If you have any questions, please do not hesitate to contact Karen Hall at the office.

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## **GRADE 5 HELPERS REPLY SLIP FOR GRADE 6 GRADUATION (RETURN BY 10<sup>TH</sup> NOVEMBER)**

Parent/Guardian Name \_\_\_\_\_ Contact No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Childs Name \_\_\_\_\_ Grade \_\_\_\_\_

I can help

- SESSION 1 : 5:45 PM - 8:00PM
- SESSION 2 : 8:00 PM - 10:00PM
- I CAN HELP WITH EITHER SESSION, PLEASE LET ME KNOW PREFERED SESSION
- I AM ABLE TO BE THE COORDINATOR