



Down Hall Primary School
Parent Teacher Association
Brooklyn Drive
Rayleigh
Essex SS6 9LW

Chairperson: Mrs E Crisp
Asst. Chairperson: Mrs E Wood
Treasurer: Mrs L Davy
Asst. Treasurer: Mrs G Laudrum
Secretary: Mrs N Hardcastle

November 2011

Dear Parents and Staff

XMAS BAZAAR – 2ND DECEMBER 2011

Again, we would like to ask you: Please can you help us to make this year's Xmas bazaar one to remember for all our children! The children love the Xmas Bazaar as this is their chance to buy presents for their friends and families (all by themselves) and this year we are trying to extend the range of presents on the stalls.

There are many ways we need your assistance. We have listed these in the attached form. So, even if you have limited free time, hopefully there will be some way that you can offer to help. In particular this year, if anyone is able to make gifts to sell on the stalls we would love to hear from you. **Please can you complete the attached form and return it to the PTA box in the foyer so that we can contact you.**

Every year, we also ask parents to donate items that are used by our kind volunteers to make up gifts to sell to the children at the Bazaar or to provide prizes for raffles and the stalls. The items we are asking for this year are:

Teddies & Gifts for Hook a Bag	Boxes of tinned biscuits/chocolate
Unused make up & toiletries (<i>samples even from magazines can be reused to make a small gift</i>)	Wrapping paper/christmas paper
Unused perfumes & aftershaves	Candles
Tissue paper	Other unused unwanted gifts
Sponges (bath or car washing)	Sellotape
Ribbons	Baskets/small boxes for presents
Items to fill party bags	Second hand toys (resellable condition only)

We need these items urgently so please bring them in to the office or to one of the committee as soon as possible.

Last year, we asked for cash donations to purchase the items for the Christmas Hampers for the raffle. It worked really well and we would like to ask you again if you could give generously so that we can provide some lovely prizes. £1 from each family in the school would give us the opportunity to buy some wonderful items for the hampers or even other prizes. Please put your donation in the PTA box in the foyer, clearly labelled "Donation for raffle prizes"

Thank you. Your PTA Committee



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Name.....

Child.....

Class.....

Telephone.....

E-mail.....

I would like to help in the following way/s(please delete):

1. Run a stall
(the more people that offer to run a stall, the less time each person will need to spend on the stall! – we would love to hear from you if you have time to spare and have an Essex County Council CRB check)
2. Make craft/gifts for stalls
3. Bake
(this is such a popular stall, the children love it! – please donate what you can)
4. Wrapping
5. Donate a raffle prize
(Raffles have historically been the money raiser of the bazaar – your donation will be greatly appreciated)
6. Make & decorate a Christmas cake – we can sell these on the day or put them in the raffle if we know beforehand.