



Billingshurst Primary School
Headteacher : Helen Williamson BSc (Hons) MA
 Station Road, Billingshurst, West Sussex RH14 9RE
 Tel: 01403 782789 Fax: 01403 783124
 e-mail: office@billingshurstpri.w-sussex.sch.uk
 website: www.billingshurstpri.w-sussex.sch.uk



15 November 2016

Dear Parents and Carers,

Senior Citizens Christmas Tea

On Monday 5th December we have invited some of our local Senior Citizens to come and spend the afternoon with us – an annual occasion which they really look forward to. The Reception children will perform their nativity play to them. Following the performance, our guests enjoy tea, sandwiches and cakes.

If you are able to provide a few small sandwiches or cakes, please complete the slip below and return it either to your class teacher or the main reception desk by Monday 28th November. We would be grateful if you could bring your donations to the school on the morning of Monday 5th December. Please clearly label any containers you would like back. Also, please note that all donations must be nut free.

We are also looking for volunteers on the day to help set up and then serve the tea, sandwiches and cakes to our guests. We would need your help from 1 – 3 pm. If you are able to help on the day it would aid us enormously with the organisation of this event if you could provide an email address so that the parent who is organising the afternoon can contact you directly.

Thank you in advance for any donations for the afternoon tea and any help you would be able to provide on the day.

Yours sincerely

Helen Williamson

Mrs H Williamson
 Headteacher

Senior Citizens Christmas Tea – Monday 5th December 2016

- a) I will provide 6 small sandwiches
- b) I will provide 6 small cakes
- c) I would be willing to provide either dependant on what is required
- d) I will be able to help on Monday 5th December.

Parent’s Name.....Child(ren)Class Name

Email address



Winner - Friend of the Environment Award 2011
BILLINGSHURST PRIMARY SCHOOL