# CAROLS AND READINGS NIGHT

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| **Process Owner** | J Kirkpatrick | **Date Published** | 15/12/2021 |
| **Revision Number** | - | **Due for Review** | 14/12/2022 |
| **Purpose of Process** | To allow for anyone to arrange and organize a family bingo night for the Parents/Carers of St Edwards without the need of panic. | | |
| **Key Information** | Utilise the website for volunteer sign up.  Doors will open at 17.40/17.45, carols started at 18.00 and finished at 18.30/18.45.  Free event, arranged and communicated by school.  The Friends provided the mulled wine and mince pies.  Mulled wine priced at £3 a glass and mince pies were priced 50p each.  Wine bought from Tescos  Mince pies were donated but, Tescos would donate if notice given (at least 2 months’ notice) | | |
| **When to start this process** | Mrs M will advise if the school wishes to put on the YR1, YR2 and YR3 Carols and Readings evenings. Fledglings service was just before pick up and YR 4 held theirs at St Edwards church.  As soon as possible contact the Community Champion at Tescos to request donation of mince pie and/or mulled wine. May have to take into the Windsor store a signed letter requesting donation.  As of Nov 2020 the Community Champion of Windsor store is Lisa Stevens [Lisacommunitychampionwindsor@gmail.com](mailto:Lisacommunitychampionwindsor@gmail.com)  **Advertising Event**  Once the date is confirmed,   1. Email Mrs McE to ask for the event to be published on the school calendar. 2. Add dates to the Friends events page. Ask for 3 volunteers per event.   Nearer the event,   1. If trouble gathering volunteers, ask for Mrs McE to include this event in the newsletter. 2. Email Mrs C and ask for an email to be sent out to all parents/carers asking for volunteers. 3. Message all Class Reps and ask them to send a message out on all FB/WhatsApp groups to parents.   **Arrangements Needed**  Pre-event:   1. Publish dates on the Friends events page and banners 2. Volunteers – 3 per date, from 17.00 /17.15 onwards in the courtyard 3. Equipment – *Check in the storage container before ordering*   \*Hot Water Urn  \*Table cloth, napkins, cups and serving dishes from storage container.   1. Food   \*Mince pies – Donated or purchased from Tescos  \*Oranges – a bag of 5/6 oranges, sliced to accompany drink   1. Drink   \*Mulled wine – 12 bottles per year group   1. Float - £30 in £5’s, £1 and 50p   Arrangements on the night   1. Set up one large table at the office doors (by the menu notice board) 2. Dress table and collect water urn from Fledglings ‘Christmas cupboard’ unless pre-arranged with Ken 3. Set up mince pies, cut oranges and fill water urn with 2/3 of the bottles and start warming. Takes no time to heat fully. | | |
| **On The Night** | 3 volunteers needed | | |
| **Cross Referencing** | No Cross references | | |
| **Process Output** | Mulled Wine and Mince Pies | | |

Affirmation by the **Committee** that all class reps have seen and agreed to this process.

Jen Kirkpatrick

Chair

Date:

**Signed** - - - - - - - - - - - - - - - - - - -