



The Friends of The Brook



Halloween Disco

Dear Parents/Carers

We are pleased to be able to announce that we will be holding a Halloween disco for The Brook School children.

Date	Monday 29th October 2018
Time	3.15pm to 4.45pm
Clothes	Halloween costume / dress up
Fee	£5 per child
RSVP	by Wednesday 17th October 2018. You need to register using the link below.

The disco will start at approximately 3.15pm and will finish at 4.45pm.

Your children can wear a Halloween costume, party clothes or any choice of dress up. Please send the clothes in with your child on the morning of the disco in a named bag.

The disco is in the main hall but a classroom will be set aside for children who need a 'quiet room' - there will be activities such as colouring, nail painting and tattoos.

The entrance fee is **£5 per child** and this will include a 'tuck box' in which they will receive a drink, a packet of crisps and a packet of sweets. Please let us know if your children have any special dietary requirements that mean they cannot have the listed food.

Attendance/Registration

If you wish your child to attend, please use the link provided and complete the online form.

RECEPTION LINK

<https://www.surveymonkey.co.uk/r/TBFJCBP>

YEAR 1 LINK

Would you like to get involved? Please e-mail us at pta@brook.w-sussex.sch.uk with your details.

<https://www.surveymonkey.co.uk/r/TG53D3T>

YEAR 2 LINK

<https://www.surveymonkey.co.uk/r/TGS5XLG>

Please be aware that we cannot accept online registration or payment after 17th October. If you have not registered and paid by then your child will be unable to attend the disco.

Please check the class lists that will be put up outside classrooms the Friday before half term to make sure that your child's name is on the list.

Payment

Payment can be made until Wednesday 17th October by the following methods:

Cheque Cheques are payable to "Friends of the Brook PTA". Place in a sealed envelope and hand in at The Brook office. Please write the names of the children that payment covers on the back of the cheque or on the envelope.

Cash Place the correct money in a sealed envelope and hand in at The Brook office. Please write the names of the children that payment covers on the envelope.

Bank Transfer Direct bank transfer into the "Friends of the Brook PTA" bank account:
Account No 21788779
Sort Code 40-18-22
Reference your child's name
(Failure to provide the reference could result in your child not attending)

We will not be issuing tickets, an attendance list will be on display outside classrooms the Friday before half term. Please check to see if your child is on the list. If they are not, please contact a member of the PTA Committee (pta@brook.w-sussex.sch.uk)

Collection

If you need to collect your child/children early please indicate this on your registration and we will inform you of the collection point.

Your child should be collected from their normal classroom at the end of the Disco.

We will be operating a register system, your child will be checked into the hall at the beginning of the disco and back into their classrooms at the end. You will be required to sign for your child on collection.

If you do not want your child to attend the disco they will need to be collected at the normal time from their classroom.

Volunteers to help on the day

It is necessary to provide suitable adult supervision on the day. We have some volunteers from the Committee but we always need more.

Would you like to get involved? Please e-mail us at pta@brook.w-sussex.sch.uk with your details.

If you can help you will need to be available from 2.45-4.45pm (until all the children have gone home). In general you will be needed to help fill 'tuck boxes', supervise the children in the hall and quiet rooms, apply tattoos and nail varnish and supply refreshments. We will need at least 2 volunteers from each class but welcome as many people as possible. If you indicate on the form that you are able to help and for any reason are unable to attend, please can you email the PTA (pta@brook.w-sussex.sch.uk) to let us know, so we can make sure we have sufficient helpers on the day.

Unfortunately if we do not have enough helpers we will not be able to run the disco.

If you can help us, please note your availability and contact details on the online form.

Many thanks

Friends of the Brook Committee

Would you like to get involved? Please e-mail us at pta@brook.w-sussex.sch.uk with your details.