

FRIENDS OF THE BROOK



PJs, PIZZA & MOVIE AFTERNOON Thursday 4th October 2018

Dear Parents/Carers

We are pleased to be able to announce that we will be holding a PJs, Pizza & Movie Afternoon for The Brook children in Year 1 and 2.

Date: Thursday 4th October 2018

Time: 3.15pm to 4:45pm

Clothes: PJs

Fee: £5 per child

RSVP: By 3.30pm on Friday 28th September. You need to register using the link below. Please ensure you complete one form per child and use the correct link for each year group.

The movie will start at approximately 3.15pm and will finish at 4:45pm.

Your child can wear PJs or any choice of dress up. Please send the clothes in with your child on the morning of the movie in a named bag.

Two movies will be shown in two classrooms and a third room will have arts and craft activities for any children whose attention may have wandered away from the movie.

The fee is **£5 per child** and this will include a slice of cheese pizza, a drink and pack of crisps. Please let us know if your children have any special dietary requirements that means 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.

It is one form per child and please ensure you use the correct link for each year group.

Year 1

<https://www.surveymonkey.co.uk/r/TR8PKMP>

Year 2

<https://www.surveymonkey.co.uk/r/TR6KRFH>

Please be aware that we cannot accept online registration or payment after Friday 28th September. If you have not registered and paid by the deadline then your child will be unable to attend.

Please check the attendance lists that will be put up outside classrooms from Wednesday the 3rd of October to ensure your child's name has been included as attending. If not please contact the PTA (pta@brook.w-sussex.sch.uk).

Payment

Payment can be made until Friday 28th September by the following methods:

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

Cash Cash should be placed in a sealed envelope and put in the red PTA box by The Brook office. Please write the names of the children that payment covers on the envelope.

Bank Transfer A Bank Transfer can be made directly into the "Friends of the Brook PTA" bankaccount:
Account No 21788779
Sort Code 40-18-22
Reference your child's name
(failure to provide the reference could result in your payment not being identified)

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 Movie. For Year 1 and 2 pupils please ensure you collect them from the classroom door.

We will be operating a register system, your child will be checked into the hall at the beginning of the movie 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 movie 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.

If you can help you will need to be available from 2.45-5.00pm (until all the children have gone home and the rooms have been cleaned up). You will be needed to supervise the children in class rooms, help distribute food and supply refreshments. We will need at least two 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 Movie Afternoon.

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

Many thanks

Friends of the Brook Committee