

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

Headteacher: Mr P Mandelstam

21 September 2026



Dear Parents/Carers,

VOLUNTEERS NEEDED FOR POTENTIAL CHRISTMAS FAYRE!

We are hoping to once again hold an annual **Christmas Fayre** that would potentially take place on **Friday 4 December 2026** from **4pm to 5.30pm**.

This festive event is a wonderful way to bring our community together; however we cannot run it without your help. We are looking for enthusiastic volunteers to support us in making this event possible.

Whether you can spare an hour once a week on a regular basis or spare some time for any of the roles below, we would be grateful to have you on board.

We need **a team of people** who can give up their time between October and the date of the event **to meet with myself on a regular basis to help organise the event**.

We also need people who can help with:

- **Sorting donations:** In the weeks leading up to the event.
- **Setting up:** Preparing stalls before the event from 1.30pm on Friday 4 December.
- **Running stalls:** Managing fun games, selling refreshments, or helping with the raffle.
- **Clearing up:** Packing away stalls and tidying the venue after the event closes.

If you are able to help with any of these roles, please fill out the Microsoft form by clicking on this link <https://forms.cloud.microsoft/e/0YYaxB8Tir> by **10am Wednesday 30 September**.

Once I know if we have enough volunteers, I will be able to let you know if the Christmas Fayre will go ahead.

Thank you in advance for your time, support, and community spirit.

Kind Regards,

M Shee

Mrs M Shee

Deputy Headteacher

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