



CHRISTMAS DISCO – WEDNESDAY 18th DECEMBER 2019

FOLA will be holding its Christmas disco on Wednesday 18th December 2019. **Y3/Y4** at **4.30 to 6pm** and **Y5/Y6** from **6.30 to 8pm**. We need a 30 minute turnaround between the two discos, as such Y5/6 children cannot be dropped off when the Y3/4 children are collected.

The disco entry is **£2.50** per child payable via **ParentPay** (please do not send disco entry money into school) and an **online contact form** needs to be completed for your child (the link to this can be found on the email). This price includes unlimited juice and there will be refreshments on sale: cakes, buns, crisps, ice pops etc. We suggest children bring no more than £2.00 in small change on the night to spend on refreshments.

For the disco to be a success we need helpers and donations of cakes/buns. Please indicate if you are able to help with any of the roles listed. Cakes and buns are to be sent into school on the day of the disco labelled with your child's name, class, and ingredients listed (please adhere to the food preparation information below).

We must have all payments and forms completed by Friday 13th December in order to comply with Health and Safety and you MUST provide an emergency contact. FOLA Team do not have access to contact records held by the school.

Thanks

FOLA Team

Lydgate Junior School welcome any home baked contributions you may wish to bring to the forthcoming event, and highlight below the key basic food safety principles, for your information, as required by the Local Authority:

- Always wash your hands, surfaces and utensils thoroughly and keep them clean during preparation and cooking of food.
- Cook food properly using manufacturers' guidelines and recipe information.
- Always chill, store and transport food correctly.
- Avoid cross contamination of foods, this prevents the spreading of food poisoning bacteria between foods.
- School cannot accept donations of items containing meat or fresh cream as we cannot provide suitable storage facilities.
- Ensure any baking you bring in to school is suitably packaged (e.g. in an airtight container or wrapped in cling film etc.)
- **It is important that you clearly label your baking with a brief description of what it is and what it contains so that we can promote your kind donations and ensure those people with specific food allergies are aware of the content (e.g. banana cake, contains nuts, milk and gluten)**

For more information on the principles of food preparation, please refer to the keeping food safe guidelines on the Food Standards Agency Website.

Thank you for your kind contributions.