

Carol Singing refreshments

Overview

Every year pupils, staff and parents go carol singing in Crouch End and collect money for a chosen charity. The event takes place straight after the end of the school day – we meet in the school hall, have some refreshments and then all walk down to Crouch End to sing. We normally use the hall in the West site as they have a bigger kitchen but if you want to use the East site, discuss with Coleridge families in advance.

One or two Weeks to Go

Enlist the help from your class . Ask the kitchen staff (Moirra is in charge) for permission to use the kitchen, there isn't usually a problem so long as everything is left as it is found. Check you know how to turn the gas on and where the matches are kept!

Type a note out to let all parents/carers know and request donations of mince pies (tell them where to bring them in and when, normally in the school reception maximum two days before the carol singing day to a minute before school closes) – photo copy on Coleridge families paper (yellow or orange), talk to the school reception for help with this. Let the head teacher check the text before you copy it, it may be best to split the A4 paper into 3 or 4 – there is a guillotine in the school to help with this. Make sure all class teachers have 30 copies of this note to give out to the parents/carers when they pick the children up at the end of school.

Put posters up around the school at least one week beforehand.

Ensure that you have at least 400 polystyrene cups (if there are not any in the Coleridge Families lock up, please contact the treasurer), 10 x 6 litre bottles of milk, 1 x jumbo pack of hot chocolate (2.2kg).

If there is no drinking chocolate in the store please buy your own - you can use Costco if you have a card or MAH Bros Cash & Carry on Tollington Park, towards Finsbury Park Station (144-158, Tollington Park, N4 3AD Tel: 020 7272 1267). They are open to the public and do not require a membership card).

Keep all receipts and give to the treasurer together for reimbursement.

The day before the carol singing, borrow a large pan from the kitchen to make the hot chocolate

On the day

Get everything set up one in the kitchen, it may take up to an hour to heat all the milk. To serve : use either the hatch in the junior hall or wheel trolley from the kitchen into the hall. (Children not allowed in the kitchen). Put out a black bin liner for rubbish and pull some of the tables with chairs out to use. Wash up and leave clean and tidy once everyone leaves to sing at about 4.15pm.