

Winter Bazaar

Overview

This is very popular event with the children who get to do all their Christmas shopping for immediate family members in school from gift items donated by parents. If your child has, for example, two parents, a teenage sister and a toddler brother s/he brings four gift items suitable for an adult male, an adult female, a teenage girl and a toddler. All donations go into the bazaar and by some strange magic each child manages to buy gifts suitable for their family members (but not the gifts that have been donated by them). Each child pays a flat fee of £ 2.00. The money is used to pay for parties in school during the last week before the Christmas holiday break. The Winter Bazaar used to be called the Christmas Bazaar - its name was changed to make the event more 'inclusive' to those children and families who are not Christians.

Setting the Date

It is usually held on the morning of the last Friday in November. Coleridge Families sets the date in consultation with the Head Teacher at one of the first meetings of the school year.

4 Weeks to Go

Send a letter out to each of the class reps explaining what they have to do. They are responsible for making sure there is a collecting box placed in their classroom and drumming up help from parents to both sort presents before the bazaar and to help run the bazaar on the day.

Send an email to all the parents/helpers in your class reps to ask for help on the day and to sorting presents the week before. You need to set up a rota of parents from your class and people in other years who are prepared to help.

There are some template letters which your rep coordinator will have to help.

3 Weeks to Go

- Send out the 1st bazaar letter to whole school and 1st letter to nursery am & pm

2 Weeks to Go

- Send out the 2nd bazaar letter to whole school (and nursery)
- Check reps have put festive collection boxes in their classrooms (and chase up if necessary).
- Each day after school you need to empty the boxes of donations and store them in a safe place. They will be retrieved and sorted a week prior to the bazaar.
- We usually store them in bags under the stage in the Junior and Infant Hall on the West site and in the parent's room in the East site. Make sure you keep fragile items separate - preferably in a cardboard box.

Monday before the Bazaar

- Send out 3rd (final) reminder to whole school.
- Keep emptying the collection boxes - this is when the presents really start to build up. If convenient and not interrupting teaching time, you can empty collection boxes in the morning before lessons start as well.

Tues, Wed & Thursday before the Bazaar

- You need a note pad, a pen, sticky labels and bin liners.

- Sort through the presents with volunteers, meeting in the infant hall just after the 9am drop off. Check with the offices which room / hall is free to use for sorting - you need enough room to lay some of the presents out. They are sorted into 5 groups:
- Men & Older Boys (e.g. 11+yrs)
- Women & Older Girls (11+yrs)
- Boys (Primary School Age)
- Girls (ditto)
- Babies

Note

- WE ARE ALWAYS SHORT OF PRESENTS FOR MEN & OLDER BOYS, so even if you see a present that could be for a man or woman (like a non-girly Coffee Mug, chocolates, photo frames, pens / stationery, hat, drinks) - PUT IT STRAIGHT INTO THE MEN & OLDER BOYS SORTING PILE.
- You need New or Good as New gifts. When you have enough, load one category into a bin liner (important: keep it to multiples of 10, i.e. 20, 30, 40 depending on weight - you don't want the bin liner to split as soon as you pick it up...)
- Make a note of how many presents are in there, write a category and number of gifts on a sticky label for the bin liner and make a note of the category and amount of gifts in the note pad too
- The note pad is used each sorting day, so that we can keep a tally of how many presents have been sorted, which category may be short of donations, and it helps us to split the bin liners evenly between the infant and junior halls on the morning of the bazaar.
- You need about 2000 presents for the bazaar to be a success - and for the children to have enough "choice" of gifts. If any parent offers to buy / donate gifts in excess of those they are donating ask for gifts suitable for men & older boys (if possible) - but we are happy to accept anything new or good as new!

Once the bags are sorted and labeled, they should be stored

Sharp / Dangerous objects

Every year, we do get sharp or dangerous objects donated - swiss army knives, novelty matches... usually donated completely innocently by parents.

We ask all parents who are sorting through donations to keep an eye out for these and remove them. We cannot take the risk that a child will not play with a swiss army knife and hurt themselves or others. See separate note about running the Bazaar on the day!

Volunteers Required

2 Weeks Before: Collection the Daily Donations

2-4 people = 1-2 for Infants / 1-2 for Juniors

Collecting presents from the boxes in each classroom - best done at the end or beginning of each school day, bring them to the storage area for safe keeping.

3 Mornings Before : Sorting Donations, Bagging & Logging

Ask volunteers to meet in the Infant Hall area or parents room - you need to sort from approx. 9-11am each morning - ideally at least 3 people per site. The last morning is especially busy as most of the presents seem to come in on the Thursday... so if volunteers are asking and have flexibility - then Thursday is when they are most needed.

Bazaar Day

Get in early, by 8.30am to set up the Halls, ideally 3 adults per hall.

You need at least 4 people in each hall to man each stall plus parents to go to help the children shop and then wrap their gifts – you need more helpers with the infants

Set the tables out in a semi circle and separate them into the 5 categories – label the tables.

Divide the contents of the bin liners equally between all the halls so that each hall has roughly the same number of Men & Older Boys gifts, etc. Get volunteers to help you with all this

Then they can start unloading the bin liners onto the correct tables. Get a couple of volunteers to do a final check in the classrooms for any donations that have come in on the morning of the bazaar (there are ALWAYS some) - bring them down to the hall and place them on appropriate tables

Not all the bin liners should be unloaded (there won't be enough room on the tables). Keep some back to "replenish supplies" as each year comes into the hall to shop

Hand out a tupperware pot to take the money - one or two for each table

West site - Juniors (Yrs 3, 4, 5 & 6)

There is a specific order in which the classes come down to shop - call it a pecking order but don't change it! Around 9.15am the Head will come out to check if they can bring the first class. Please ensure to remind them of the order, it is:-

- Year 6 shop first - (they have been waiting all their Coleridge school days for this privilege - so please don't deny them..!). When Year 6 have shopped and wrapped - some of them will volunteer to go to Infants to help the younger children shop and wrap - again it is something that many of them look forward to doing. The Year 6 teachers should be briefed to ask for volunteers in the morning
- When Year 6 are finished shopping, it is then the turn of Year 5,
- then Year 4
- and finally, Year 3.

When the Juniors have finished shopping, the hall needs to be cleared so that it can be set up for lunch.

Infant Hall (Reception, Yrs 1 & 2)

At around 9.15am you need to make a short announcement to all the parents / helpers gathered explaining to them how the system works:

- Firstly, thank them for helping out.
- Each personal shopper should have no more than 4 children at any one time (any more is difficult). The personal shoppers help the children choose & wrap their presents.
- In the Infants, the youngest shop first - i.e. Reception.
- Ensure the teachers know that they should be brought down in smaller groups of 4-5 kids with an adult helper AND that they must have ready their list of family members and ages (critical), their money and a plastic bag!
- The personal shopper will need to check each child's shopping list to ensure they have enough presents for all their family and make sure that they have spent all their money.
- Remind helpers that once all the Infant classes have done their shopping the stall-holders and any personal shoppers (who have finished their wrapping) need to help clear away the bazaar ready for lunch.

Unwanted Presents

- Keep any remaining presents in groups and take them to the other halls in case they need them. Nursery has a separate bazaar in both the morning and the afternoon so they may need some extra presents.
- Any presents left over can be taken back to the Infant Hall in the East site and stored under the stage. They can be sold again as extra stalls at cake sales or a separate bring and buy type event can be organised if there are volunteers to run it. Otherwise they are bagged and donated to any local charity shop.

Clearing Up stalls and sweeping afterwards: As many parents as you can persuade to stay on!

Banking

Please count the money as soon as possible after the bazaar and pass to the school office who will pass to the Coleridge Families treasurer.

Mentors

Name	Tel	Mobile	Email
CLEMENTS, Leigh	020-83414946	07789-385106	leighclem@btinternet.com
COLTHURST, Penny	020 8815 1297		pcolthurst@aol.com
CORMICAN, Julia	07798-521078		juliacormican@blueyonder.co.uk
HARRIS, Tim	020-83428276		tim@tcharris.demon.co.uk
HOLMSTOEL, Emily	020-83740067		emily.holmstoel@virgin.net

Name	Tel	Mobile	Email
MELLOWS, Lee	020-8348 2682	07973-283298	mellows@blueyonder.co.uk
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SCHWARZ, Julie	020-83425412		Julie.Schwarz@RichmondFellowship.org.uk
WINTERS, Diane	020-83740756		winters.paul@virgin.net

Businesses

Name	Tel	Product / Reason
Priory Packaging, Near Middle Lane Roundabout	8341-0067	Cups, plates etc.
The Licensing Authority of Haringey		A license is required for any event where alcohol is sold
Charity Commission	7674-2326	Changes to constitution, accounts etc.
MAH Brothers Cash & Carry 144-158 Tollington Park 020-72721267 Stroud Green	7272 1267	Cleaning products, groceries (see event notes) Entrance is via Everleigh Street, where there is pay and display parking. Open Mon-Sat. Payment can be made by cash or Switch

