



7th November 2025

Dear Year 6 Parent/Guardian,

This year, as in previous years, I am taking time out of Lapland to come to Broadwater C of E Primary School, invited by F@B. Unfortunately, all my elves will be too busy to accompany me.

Therefore, I was hoping you would give permission for your child to help me on the evening of Friday 5th December, dressed in elf-like red or green. I will need your child to report for duty for a 30-minute session during the evening (*choice of sessions below, please tick which session(s) would be feasible*) please be aware that I only need 5 elves per session.

There will be a briefing for all the volunteer elves with Nikki Chapman at the end of school on Wednesday 3rd December for a few minutes in Kestrel classroom.

Please return the slip below to the school office no later than Friday 21st November and I will let you know which time slot you will be helping me at.

Yours sincerely Mr. S Claus

To: Mr. S Claus, c/o Broadwater C. E. School Office (return by Friday 21st November)

Child's Name: _____ Class: _____

I give permission for my child to volunteer on Friday 5th December.

I will ensure that he/she knows the arrangements for getting to and from school.

Please tick which slot your child is available for (*you can tick more than one*):

5:30pm-6:00pm	☐
6:00pm-6:30pm	☐
6:30pm-7:00pm	☐
7:00pm-7:30pm	☐

Signed: _____ Date: _____

Parent Name: _____

Contact Telephone No: _____

Charity No. 1188229

Broadwater Church of England Primary School, Rectory Gardens, Worthing, West Sussex, BN14 7TQ