

# Coagh Primary School

31 Urbal Road  
Coagh  
Co Tyrone  
BT80 ODW

Tel: 028 867 37676

Email: [ibayne452@c2kni.net](mailto:ibayne452@c2kni.net)

Website: [www.coaghprimaryschool.com](http://www.coaghprimaryschool.com)



Principal: **Mr I Bayne B.Ed.(Hons), PQH (NI)**

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## Evening(s) with Santa 2021 Arrangements

**\*Letter Dated- 6<sup>th</sup> December 2021\***

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Dear Parents/Carers,

Thank you for taking the time to 'book a timeslot' for our 'Evening(s) with Santa' which have been organised by the Parents Association of Coagh Primary School.

With current Covid guidance we have had to make modifications to our 'normal' Parents Association 'Santa' arrangements. Please take a few minutes to read the following information which will hopefully answer any questions you might have regarding the 'evening(s)'.

***Only those families who have 'booked' should attend our 'Evening(s) with Santa' on Wednesday 8<sup>th</sup> and Thursday 9<sup>th</sup> December.***

Please arrive a few minutes before the start of the session that you have 'booked' and make your way to the new P7 classroom at the side of the main school building (A member of the Parents Association will be outside directing you to the P7 classroom- You will need to wait outside the classroom before you are 'called in' to meet Santa (A warm coat and potentially an umbrella would be useful).

***\*There is some car parking space in the church car park opposite the school and along the Urbal Road- Please be 'mindful' of other road users when parking your vehicle. \****

We encourage all adult visitors to school to wear 'face coverings' if possible when inside during 'Evening(s) with Santa', obviously these can be removed during Tea/Coffee etc.

**\*If you have been displaying any Covid symptoms or have been asked to isolate by PHA please contact the school office and we can make arrangements for any money already paid to be returned. \***

A 'One Way System' will be in operation during 'Evening(s) with Santa'. Below is an 'outline' of what to expect. Members of the Parents Association will be located around school to 'point you in the right direction'.

**Arriving-** Please make your way through the front pedestrian gates of the school where a member of the Parents Association will be able to 'direct' you towards the P7 classroom.

**Meeting Santa-** Please wait outside the front door of the P7 classroom. A member of the Parents Association will show you to Santa. There is no 'official' photographer with Santa so please feel free to take your own photographs with a camera/smart phone (Santa's helper will be there to assist if you wish to have a family photograph). Unfortunately, Santa needs to maintain some '**social distance**' from his visitors so we would encourage you and your children to sit on the seats provided so Santa can talk to your family. Face masks can be removed for photographs with Santa.

**\*We do have a record of children with allergies from your 'booking' but please do remind the 'helpers' with Santa if your child(ren) have any allergies as we have alternative 'presents' for them which will be given by Santa. \***

**Wishing Tree-** When your family have finished meeting Santa you will make your way into the main part of the P7 classroom. In the P7 classroom, Tea/Coffee (included in the prepaid price for Santa) will be served by members of the Parents Association (They will be wearing masks/gloves and aprons). Children will have the opportunity to write their 'Christmas wish' on a pre-cut template which they can 'hang' on the Christmas Wish Tree in the middle of the room.

**Christmas Treasure Trail-** A member of the Parents Association will give each family a Christmas Treasure Trail Sheet (included in the prepaid price for Santa) in the P7 room and direct you to the 'start' which will be in the School Garden. New pencils (please feel free to bring your own pen if you prefer) will be provided which can be 'dropped off' at the end of the trail.

***\*Please wear warm clothing as the Christmas Treasure Trail is all outside (A torch might also be useful although the school garden will have lots of Christmas lights showing the way) \****

Families will complete the Christmas Treasure Trail and will enter the School Assembly Hall via the side ramp.

**Assembly Hall-** Christmas Craft packs can be purchased in the School Assembly Hall. These packs have been prepared so that they can be completed in the comfort of your own home in the days/weeks leading up to Christmas.

**Items for sale include:**

Reindeer Food- £1  
Ginger Bread Men with Icing kit included- £1.50  
Santa Sweetie Cones- £1.50  
Hot Chocolate Cones- £1.50

**Christmas Raffle-** Additional raffle tickets will be on sale throughout the evening (£1 per ticket or £5 for 6 tickets). The 'draw' will take place on Friday 10<sup>th</sup> December. A selection of the prizes available will be on display in the Assembly Hall.

**Completed Christmas Trail-** In the School Assembly Hall a member of the Parents Association will collect all completed 'Trail' sheets along with pencils. A 'treat' (linked to the trail answer) will be given to each child.

**Pre Loved Uniform-** A selection of 'pre loved' school uniform will be available to purchase from a stall in the Assembly Hall. Once finished in the Assembly Hall, families should make their way towards the front door of the school via the school entrance hall.

**Cake Stall-** A selection of cakes and buns are available to purchase from the Hallway of the school. All items will be individually priced.

**Exit-** Please exit through the front door of the school and proceed towards the pedestrian gate.

**Social Distancing-** Please respect 'social distancing' throughout the event and avoid gathering in groups outside of your own family. 'Evening(s) with Santa' have been designed to allow families to 'flow' from one 'activity' to another with as much happening outside as possible. If an area appears busy please wait until it is quieter before moving into the area. All indoor spaces will have windows/doors open and ventilation systems running where available.

***Children must remain 'supervised' with their family at all times during 'Evening(s) with Santa.'***


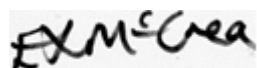
At various points throughout the school there will be hand sanitiser stations available for your use.

Members of the Parents Association can be identified by the 'Christmas Jumpers' they will be wearing.

If you require any further information about 'Evening(s) with Santa' on Wednesday 8<sup>th</sup> and Thursday 9<sup>th</sup> please do not hesitate to either ring the school office or email [ibayne452@c2kni.net](mailto:ibayne452@c2kni.net)

Once again we would like to take this opportunity to thank you for taking the time to visit Coagh Primary School and we hope you and your child(ren) enjoy 'An Evening(s) with Santa'.

Yours faithfully,



Emma McCrea (Joint Chairperson)

Dorothy McKay (Joint Chairperson)

Gillian Campton (Vice Chairperson)

Jennifer Crooks (Secretary)

Judith Friend (Treasurer)