Dear Parent(s)/Carer(s)

**Re: Afternoon tea dance volunteering**

On [insert date] we are hosting an afternoon tea dance for grandparents, great-grandparents and older people in the wider community. The aim of the event is to welcome extended family members to engage with our school and to bring old and young together. By extending an invitation to those in our wider community who might not have grandchildren or whose relatives no longer live locally, we also hope to go some small way towards addressing the issue of social isolation in the elderly.

We are thrilled to be able to offer tickets to this event free of charge, thanks to the generous support of local businesses: [insert details of sponsors/donors].

[Insert school name] is committed to ensuring that all students fulfil their academic potential and develop as well-rounded, happy and effective individuals. We are inviting students to volunteer to help at the afternoon tea dance and believe that this provides an exciting opportunity for them to further develop their communication skills and build character by helping those who are less fit and agile than themselves.

We need around [insert number] students to help with the following:

* set up tables and chairs before the event
* wait on tables (taking hot drinks orders from each table of guests and serving these)
* making teas and coffees (under supervision)
* asking guests to complete feedback forms
* clearing away at the end of the event

If your son/daughter would like to help at this event, please complete the consent slip below and return to reception by [insert date]. Please note that we may take photographs at this event which will be shared with local news outlets.

If you have any questions about this event or would like to book a free ticket for a relative, please email [insert email address]

Yours faithfully

[insert name and position in school]

**Afternoon tea dance volunteering on [insert date – allowing for set up and clear up time]**

□ I give permission for my child (insert name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in form\_\_\_\_\_\_\_\_\_\_\_\_\_\_
to volunteer at the afternoon tea dance on [insert date] from [insert time]

□ I give permission for photographs of my child to be used for the purpose of publicising sponsors support of the afternoon tea dance event

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Carer) **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to reception by [insert date]