

## **PTA event guide - Disco and Movie nights**

### **Suggested times**

OAK and ASH

3.30pm Get changed into your best party outfits

3.40pm - 4.40pm Disco

4.40pm - 5.10pm Dinner

5.10pm The big swap around

5.15pm - 6.45pm Movie and Snack

If you feel your child will be too tired after the Disco you are welcome to collect at 5.15pm before the movie. Please let us know before hand so we can get them ready.

LIME and ELDER

3.30pm Get changed into your best party outfits

3.40pm - 5.10pm Movie and snack

5.10pm The big swap around

5.15pm - 5.45pm Dinner

5.45pm - 6.45pm Disco

6.45pm Home time for all

**Maximum Fundraising - £500 (£5 per child with no expenses)**

### Before

1. Ensure date has been agreed with the school (Mrs Ayres) and the Hall is free (Mrs Newbury). Avoid any dates with a sharing assembly / generation games etc as you won't get access to the hall in time.
2. Create event on Classlist - Duplicate previous Disco event and change poster and event times. Details will likely remain the same but add in anything additional or remove anything not applicable. Ensure all sign ups are correct and ticket question are applicable.
3. Publish event and invite whole school.
4. Speak to school and find out which Staff members will be on site and to what times. Normally one of the teachers volunteer to stay until the end in their classroom, set out colouring for those (children!) that have had enough and call parents if they need to go home. If this doesn't happen alternative arrangements will need to be made e.g. in the library with a parent supervisor and parent contact details.
5. Choose a movie - It needs to be max 90 minutes or the film will run over the slot and have to be stopped early. We are now asking Parents for permission to show a PG as we ran out of 90 minute films rated U to show. The permission question is asked once a Parent buys tickets and it's also included in the description so hopefully Parents don't buy tickets unless they are happy for their child to see a PG. On the day, if anyone hasn't answered the question, you will need to follow up with them just to ensure they are happy - Mrs Newbury might have time to help with this. So far we have shown the following films: Encanto, The Grinch, The Bad Guys, Mario, Mummies, Croods 2. If you have time you can ask the children to vote or get the head pupils to decide between 2 but recently we have just chosen. We can't advertise the film as we would have to pay for the use of it but if a parent needs to know you can tell them.
6. Create a playlist - You can always just use a pre made one on Spotify etc (which is what we have done recently) but if you have time you could get song requests from the children and create a playlist. It needs to be around 1 hour long as 30 minutes is for food.

7. Remind Parents of Sign ups including food and help before, during and after the event. Classlist does some reminders automatically but a more personal nudge works better.
8. Send reminder the day before to parents including timings, bring clothes to school, pick up arrangements, food donations to reception etc.
9. Distribute the sandwich bags to the parents who have signed up for make them. I normally give them all the reception with a note on each packet to say who it's for and what they are making. They then put them in the children's school bags. At least 2 days before is best so they have time to make them, you will likely get some last minute sign ups too.

#### On the day of

10. Purchase any remaining food that has not been signed up to. Please get a receipt to give to Scott so you can claim the money back. Normally there are a couple of parents happy to pick up any last remaining bits instead of signing up before.
11. Hall and movie room set up can be from 1pm once lunch is finished. Sign in at reception on arrival as you are there during the school day. You can set up the breakfast room earlier if needed as the children don't use it over lunch. We recommend doing the music room first to ensure the tech is working ok with the movie as this can take longer than you'd expect.

#### 12. Music room set up:

- Chairs to be stacked safely with a few left out for the adults to sit on.
- Tables moved to the back of the room. Move 2 next to the door across the hatch to lay the popcorn out on.
- If there is any work or equipment out speak to Mrs Newbury about where/when it could be moved.
- Floor space should all be clear as all children will sit on the floor.
- The School laptop is already connected to the TV so playing a movie with Netflix / Amazon / Disney should be fine to do through there.
- I generally test this first thing to make sure it's working and leave it ready to play.
- Put out the popcorn on the tables by the door (Upper school first which is around 45 children) there should be enough for 2 bags each but best to let them take 1 each first. We also tend to bring some fruit over that they can help themselves to if they are hungry before tea.
- Shut all the blinds
- Make sure there is a bin with liner

#### 12. Disco set up:

- James Lewis normally sets up the lights for us during the day. Louisa Feldon Lawrence supplies some of the disco lights.

#### Sign up Minimums

1 x Paediatric first aider - **the event cannot go ahead if we don't have at least one in place.** 2 volunteers is best so if one needs to go home early or can no longer make it the event can still go ahead. Miss Baker is often one of these but if we can 2 Parent helpers to sign up then we don't have to rely on Miss Baker working late. Parents who have previously volunteered who have the required training:

- Clare Bridger
- Frankie Burland
- Tammy Knight
- Callum Knight
- Kirsty Barttelot

Please let us know if you are aware of any other Parents with the training who would be happy to volunteer. Please note the first aider would be in addition to the minimum Supervisors incase there is an incident where they need to leave the room for a long period.

3 x Movie Room Supervisors - Safeguarding dictates no adult should be left alone with the children to protect both them and those under their care. For this reason we need at least 3 adults so one is able to leave the room if needed.

4 x Disco Room Supervisors (plus organisers) - Ideally more than 4 as we often have activities going on as well e.g. photo booth and tattoos etc. but at a minimum we need 4. During Teatime there needs to be 2 adults in the breakfast kitchen, one by the door managing the queue to wash hands and 2 in the hall supervising the children with their food. If organisers are in addition to the 4 then there will be enough adults over teatime but the organisers can go between rooms to check everything is ok, aid anyone that needs help and transport food etc between locations.

- We have a few decorations we have used in the past but feel free to purchase more (Keep receipts) if you wish to.
- The Disco tea is set out in the breakfast kitchen. The tables are put length ways in the middle of the kitchen so the children can walk up one side and down the other, selecting their food as they go. All allergy info should have been provided with the tickets but cross reference this with Mrs Newbury to be sure. Any food that is for a specific diet (e.g gluten free / vegetarian) should be kept to the side. The children are normally good at asking for it.
- If you put out half the food so there is a choice for everyone.
- Test the music
- Make sure the curtains are closed and the stairs are blocked/discouraged so we don't have any children going on the stage.
- Close the Blinds

#### 13. Reminders for teachers/staff

- All children need to bring their full water bottles with them to the disco. (We have always had drinks like this to avoid spillages and any potential issues with what drinks are allowed etc.)
- Clarify with those Staff members staying what process they would, some wish to be in the room with you and some prefer to stay in their classrooms ready to take kids who need it. Will be good to know in advance who will be where.

#### 14. Notes for Movie rooms supervisors

- Children can use the Girls/Boys toilet in the corridor outside the Music Room. Oak Class children may need reminding as they normally use the ones in their classroom. The main door to both toilets must be kept open. There is no need to escort the children to the toilets just make sure you count them in and out and check on them if they have been a while.
- The toilet for adults is just on the left before the library.
- Water bottles can be filled using the tap in the music room.
- 1 bag of popcorn each to start, there should be enough for another bag each as well as a piece of fruit. The upper school will have tea before the disco straight after the movie and the Lower school will have just had their tea when they come into the movie.
- Once everyone has had their popcorn put out the remaining bags for the lower school so they can grab one as they come in. Again there should be enough for 2 each and you can take over any leftover food once the upper school have eaten for those still hungry. There is normally plenty!
- **The Big swap around** - Stop movie 5 mins before (normally credits time) make sure they have their water bottles/jumpers etc and tidy all their rubbish and crumbs. The Upper School will need to be led to the hall via the side door on the right as you come out of the music room. The Lower School will be led in via Reception and wait on the left hand side before coming into the room.
- **Hometime** - Make sure an organiser is with the Supervisors to help. Stop the movie 10 mins before hometime and escort the Oak class children to their classroom to get their belongings. Ash Class keep theirs in the school cloakroom so will just need someone to make sure they haven't forgotten anything. Lower School are collected from Reception. If Ash class wait on the Music room side of reception/corridor and Oak class wait on the Library side then it is easier to find them. There will need to be one person on the door asking Parents who they are collecting (best it is an organiser) then 2 or more inside calling the children as needed. They need to be ticked off the list that Reception or one of the teachers will give you so we can ensure everyone has gone home with the right person. If someone else is collecting make a note of it on this list so you remember for hometime.
- **Children that wish to go home early** - There are always some, normally in the lower school. Previously we have taken them to a classroom with a teacher who will call their parents and watch them until they are collected. If you take them to get their belongings and the teacher will sign them out once they have been collected. There may be some in the upper school who aren't interested in the movie so may choose to read a book or colour in the classroom until Disco time.

#### 15. Notes for Disco Supervisors

- We have previously had a photo booth with either a back drop or just a ring light (Previously borrowed from Susannah Dunnett) just using a parents phone. If you do this again you will need to send the photos to the school then delete them off the phone after the event.

- Glitter/transfer tattoos - We have set this up in the lobby with the stacked tables/chairs before, there is always a big queue. We mustn't do any on the face.
- You can take music requests if you'd like to - your choice!
- You could also run games if you'd like to, the children normally make their own fun for the hour so not a necessity!
- No children on the stage to avoid accidents.
- Adults must use the disabled toilet not the cubicles.
- **Lower school Teatime** - 3 at a time into the toilets to wash hands then they can go queue up the stairs to the breakfast kitchen. They queue on the left hand side grab a bag and fill it with the guidance of supervisors (watch for those taking lots of treat bags!) in the kitchen. They then go back down the right hand side of the stairs and into the hall. Everyone eats on the floor, best to keep them to one area to avoid more cleaning up. Ask children to put there rubbish and crumbs in the bin. The mop/broom are in the cleaning cupboard for the Supervisors to help clear up before the next lot are in. If they are finished before it's time for the swap around (you may have started dinner early if they are hungry!) Then put the music back on until it's time to leave. There is normally still some left out of the first half for those that would like to have seconds.
- **The Big swap around** - 5 mins before the swap around stop the music and ask them to collect their belongings and line up in front of the door at the back of the hall. A supervisor will need to lead them across to the main building through reception and wait along the wall next to the music room until the Upper school have all left. Another supervisor bringing up the rear is also needed, especially with the lower school.
- **Upper School teatime** - Once the lower school have finished food put out the remaining food for the Upper School who will be coming over for tea before their disco. They can normally take 2 lots of sandwiches each if they want to. Some procedure as lower school with washing hands, tidying up etc.
- **Hometime** - Stop the music 10 minutes before, ask everyone to collect their items and line up to be escorted back over to Lime/Elder and gather their things. All children will be collected from Lime class as this has the best lighting. They need to be ticked off the list that Reception or one of the teachers will give you so we can ensure everyone has gone home with the right person. If someone else is collecting make a note of it on this list so you remember for hometime. There is normally at least one Teacher to help with this which is handy as they know most of the parents.

#### 16. Clean up

- Once all the children are gone the hall, corridors, lobby and music room all need hoovering/sweeping and the toilets checked. Normally some parents stay to help and the kids of those parents play in the hall or help. It sounds like a lot but we are normally out by 7.30pm, quicker the more people that help.
- The Hoover is on the stage by the door.
- All rubbish needs to be collected, bagged and put in the bins by the gate.
- Leftover food and can be distributed amongst helpers. Normally we donate the fruit to the school and anything else they think they can use.
- One of the teachers will be around to lock up (Normally Mrs Ayres or Mrs Walke)

#### 17. Other tips

- School clap works well to get them to listen, get your kids to show you it if you don't know it!
- We are incredibly fortunate to have such support from the staff and teachers, take their guidance or ask them if you aren't sure on anything.
- Risk Assessment - Mrs Newbury very kindly normally puts these together for us but they will need to be signed before the event. Lou and Jen will need to sign as we are Co-Chairs.
- If you are feeling generous then some snacks for the helpers normally goes down well, we have done cookies in the past.