

***Our Lady of the Nativity School***

**7 Somers Street, Lawson 2783**

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 [www.olnlawson.catholic.edu.au](http://www.olnlawson.catholic.edu.au)

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19th November 2018

Dear Year 5 Parents and Carers,

**2018 Graduation Morning Tea**

The end of the year is approaching quickly and with it comes the time to farewell our graduating students.

It is our tradition at OLN for year 5 students to act as hosts at the graduation morning tea. This year's graduation will be held on Tuesday 18th December (Week 10). It commences with Mass in the Church at 9:30am, followed by formalities and morning tea in the Hall.

To help us plan and to make this occasion memorable, we are asking for your help in the following ways:

* Providing a plate of food
* Setting up and decorating the Hall
* Serving
* Cleaning and packing up

If you can help, please fill in the slip below and return it to the school by Friday 23rd November, indicating how you can help. Once we have this information we will be in contact with you regarding the organisation.

Thank you for your involvement and encouraging your child to be a part of this important event. We really appreciate any help that you may be able to offer. If you have any questions please do not hesitate to contact our event coordinator Therese Moore on 0408 031 265.

Thank you

Mrs. Brown and Mr. Hortense

**2018 Graduation**

ASSISTANCE ON THE DAY

Again, thank you all for your help towards the Graduation.

To assist with the organisation and distribution of morning tea, we request that:

Stage 3 White provide: Juice and a Savoury Dish

Stage 3 Blue provide: Soft Drink and a Sweet Dish

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| I will help with* Setting up and decorating the Hall on Monday 17th December 3pm to 4:00pm
* Accepting food deliveries before Mass and setting up food before morning tea

(from 8am)* Serving morning tea ( approx. 10.30am to 11.30am)
* Packing up and washing dishes etc. afterwards.
 | I will provide:* Sandwiches
* Mini quiches
* Cakes / Slices
* Cheese / Dips plate
* Fruits plate
* Other (Please indicate)

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To assist with allergies please do not bring nut products.

Parent’s Name................................................................................

Student’s Name..............................................................................

Email....................................................................................................................................

Phone Number..........................................