



Learning together,
building for the future

Kirkistown Primary School
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03 November 2021

PTFA Meeting- Monday 06 December 2021 at 5pm

Dear Parent / Carer,

After the fantastic success of the recent **Spooky Trail**, I would like to thank everyone involved for making such a great evening possible in such a short space of time. The time and energy put into the planning and delivery of the event was very greatly appreciated by all who attended and it was wonderful to be able to have families back in school, albeit in a more restricted manner than we would have liked. A full range of photographs are available to view via our website: <http://www.kirkistownprimaryschool.com/ptfa.html>

I am now keen to organise our next meeting of the PTFA to start forward planning for future events, noting that we still need to be mindful of the current public health situation. Having realised the numerous challenges presented by trying to organise an event so quickly in the midst of the required covid-protocols, it is important that we forward plan. As school is organising our annual visit to the Panto in December alongside a small class celebration of Christmas, we are looking to put plans in place for events in the New Year.

The next PTFA meeting will therefore be held at school on **Monday 06 December 2021 at 5pm**. All parents/carers with children at the school are deemed to be members of the PTFA and are invited to attend this meeting. As part of this meeting, it has come to my attention that we need to have formal proposals and seconds for the official roles of Chairperson, Secretary, Treasurer (and Vice-Chair, Vice-Secretary and Vice-Treasurer if deemed applicable). This will then allow a PTFA Constitution and Code of Conduct to be formally adopted.

If you are able to attend, it is **essential** that you inform school by Thursday 02 December 2021 as we must have an overview of attending numbers as part of our Covid risk assessment. Please note that all attendees will be expected to wear a mask while indoors and follow other school Covid-related procedures.

I look forward to meeting with you early next month to build on the fantastic success of our recent Spooky Trail.

Sincerely,

Mr R Graham
Principal