



6:12 PROCEDURE FOR PLANNING FIXTURES:

Fixtures:

eg. Guest School, from 'out of town'.

- Fixture announced on Term Events
- Billeting request letter sent
- Billeting list, contact phone numbers, and programme written up, including welcome letter
- Daily organisation for fixture
- Luncheon organised for visiting staff
- Function for staff from two Schools
- Afternoon tea organisation i.e. liaison with P.T.F.A.
- Departure/Welcome assembly