

Report on Intercultural Day held in Rathfarnham Educate
Together National School, May 2012



Introduction

Rathfarnham Educate Together National School held a very successful Intercultural Day in May 2012. The Intercultural Day aimed to be an enjoyable way to learn about different cultures and countries for children from the school, their families and friends, through learning about food, music and craftwork from a range of countries. There were beautiful displays from around the world and an opportunity to taste a wide range of food and to learn from engaging with people from a range of cultural backgrounds.

An Intercultural Day covers all the senses – tasting and smelling new foods; seeing and feeling displays of artefacts, posters, books and flags and having the chance to play games from other cultures; interacting with guest speakers during the week at school and with volunteers on the stalls, listening to the entertainment and the background music.

This report explains how we went about organising the event and what we learned from it. It would not have been such a success without huge commitment and support from the children, parents, staff and wider community. The report aims to provide guidance to RETNS in organising future events of this kind, and also to assist other schools considering running an event like this. It does not look in detail at the huge amount of work undertaken by the staff and children in the school covering intercultural themes and preparing displays which were essential in making the day such a success, as this was the responsibility of the staff. This work was cross-curricular involving the ethical education programme primarily but involved many other subject areas. An overview is provided in both the programme (Appendix 17) and in the article for the school newsletter by the staff (Appendix 18).

Overall, the event was a tremendous success with a huge sense of involvement throughout the school and great fun and an electric atmosphere on the day. The majority of families in the school were involved, including many who had not been involved in school activities before. Approximately 100 volunteers were involved in the event. A significant amount of money and items were donated. The feedback following the event was very positive. For further details, see the article written by the Co-ordinator for the school newsletter (Appendix 19).

This report is in 3 parts:

- Part 1 lays out a plan for any school which is considering a similar event. It follows a project management style to ensure all tasks are shown. It ends with the timeline for all tasks, with a planning schedule for volunteers and another for staff. It would be useful for anyone organising an event to read through the full document and then to work through Part 1 and refer to Parts 2 and 3 as needed.
- Part 2 describes in detail how we went about planning the RETNS Intercultural Day in 2012.
- Part 3 is a set of relevant appendices.

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Part 1 - How to plan an Intercultural Event - project management framework

Before you start

- The Board of Management (the Board) needs to approve this event as it involves the whole school community; it needs leadership from the top; it involves staff; it may involve financial resources.
- The Principal needs to be supportive as it will not work without commitment from the Principal. The Principal plays a key role in getting the support of the school staff.
- The Parents' Association also needs to support the event as members play a key role in communicating with the parent body and assisting in many ways, in particular in **helping to gather** volunteers for the event.
- An Intercultural Day Co-ordinator is essential to oversee the whole project.

Vision / Mission / Values

These must be agreed with the Principal and preferably with the Board in advance of planning the event. Suggestions under each heading are included in Part 2.

Planning

- Decisions about year to hold event, date and time, how long it is on for (2 to 2.5 hours recommended), venue, budget, sponsorship
- Deciding on number of stalls and regions represented
- Preparing for meetings, facilitating them and following up on issues raised
- Personal contact to source specific volunteers and general volunteers and also school community as a whole to attend
- Preparing for day – displays, food, involvement in school programme
- Communications: promotion and recording event – poster, programme, invitations, press release, publicity, DVD, photography,
- Events to be held in classes during week before event (in co-operation with class teachers)
- Co-ordinating team leaders

Activities

- Planning range of stalls with food and artefacts and information on different cultures
- Activities room with range of intercultural activities for children
- Entertainment involving range of cultures
- Library activities – book-reading or story-telling about different cultures
- Garden activities – for eating food in, consider games such as treasure hunt with intercultural theme

- Classroom visits – classrooms open with displays on intercultural themes. Other displays throughout school.

Outputs (things you can measure)

- attendance
- number of volunteers involved
- number of entertainers
- number of activities
- engagement of staff
- level of sponsorship / donations (indicating acceptance of theme by community)
- atmosphere on the day
- feedback following the event from children, parents and staff

Outcomes (medium term)

- engagement of children and parents in school following the event
- awareness raising in school curriculum
- sense of community / involvement – pupils, families

Impact (long-term)

- greater awareness and appreciation of diversity
- increased co-operation between students, mutual respect, development of school community

Stakeholders (people affected by event)

- Board of Management
- Principal (project sponsor) / liaison teacher (if there is one)
- Intercultural Day Co-ordinator (project manager)
- Staff – teaching and support staff
- Parents' Association Committee
- Volunteers
- Pupils – current, past, future
- Parents, siblings and extended families

Personnel (people involved in organising event)

- Intercultural Day Co-ordinator (project manager)
- Stall Leaders
- Stall volunteers
- Activities' Leader
- Activities' volunteers
- Person to source grants – Principal should be consulted about this
- Donations' Leader
- Parents' Association Committee Chairperson and committee members
- Refreshments' Leader (usually member of PA Committee)
- Volunteers recruited by the PA Committee to help – setting up room, refreshments, health and safety, clean-up
- Staff, especially Principal and liaison teacher

- Support staff, in particular Caretaker and school Secretary
- Green Schools Committee / Garden Committee
- Student Council
- Potential donors / sponsors
- School community to attend
- Artwork – volunteer/s to prepare poster, flyer, programme
- Public relations – volunteer/s to prepare press release and make contact with media
- Photography – volunteer/s to take video footage and photographs on day

Timelines and Milestones (important dates)

- Board approval of event and of Co-ordinator, at end of previous school year ideally or at start of school year (it would be good for Co-ordinator to go to relevant part of board meeting)
- Meeting with Principal early in school year
- Advertise event to school community and look for volunteers 6 months in advance
- Meeting for stall leaders and volunteers 3 months in advance
- Contact all **international families** linked to school before and after planning meeting
- Activities Leader identified, ideally 3 months in advance but no later than 6 weeks in advance
- Meet with Parents' Association Committee and outline tasks, at least 3 months in advance
- Recruit volunteers with support from Parents' Association Committee (for any tasks apart from international stalls) – ideally one month in advance, accept all offers!
- Stall leaders organise meeting with volunteers on their stall in order to make a plan
- Meeting 2 weeks in advance of event for all stall leaders and volunteers, Activities Leader and Refreshments Stall Leader to ensure all artefacts ready, cooking plan in place, list of equipment and electrical needs given to Co-ordinator, also list of items to be bought prepared
- Set-up day before the event
- All volunteers to come one hour before the event
- Event itself
- Post-event – clean-up; return all items borrowed; article for school newsletter; thank all donors; evaluation report
- Thank all volunteers – email to all, party a week or two after event if possible

Reporting and communications

- Co-ordinator to go to relevant part of Board meeting a year before event to agree vision, mission and values and to confirm the event will take place. This did not happen in RETNS but it would be good for it to happen in future so everyone is clear about roles and responsibilities.

- Co-ordinator to have meeting with Principal at start of school year and also in advance of information meeting for stall leaders, ongoing contact with Principal or liaison teacher from then on face to face, by email or phone
- School newsletters:
 - Dec - notice of event and date, request volunteers
 - End of school year – articles by staff and Co-ordinator on the event
- Co-ordinator to facilitate planning meeting with stall leaders and volunteers, show DVD of previous event, give short input, break into stall groups, deal with queries (see agenda, Appendix 4)
- Guidelines for stall leaders and volunteers circulated (Appendices 5 and 6), form for volunteers to complete for stall leader (Appendix 7)
- Meetings of people on each stall arranged by stall leader, results to Co-ordinator.
- Ongoing contact face to face, by email or phone with stall leaders
- Flyer sent to all families 6 – 8 weeks before event with an outline plan and asking everyone to keep the date free, also looking for volunteers for a wide range of tasks
- Update circulated to stall leaders and volunteers a month before event
- **Email request from Parents' Association Committee re volunteers in the weeks running up to the event**
- Review meeting with stall leaders and volunteers to finalise plans, 2 weeks before event
- Posters up in school at least one month in advance (Appendix 12)
- A5 flyer in bags about a month in advance, with poster on front and list of stalls and main events on back (Appendix 13)
- Full programme in bags week of event, including list of activities and timetable within school week (Appendix 17)
- Programmes on day, enlarged programmes around school
- Website – poster/flyer up in advance of event; photos to go up immediately after event

Risks

- Timing
- Lack of commitment – children, volunteers, staff
- Not being able to get new people involved
- Cost (see below)
- Weather

Costs

- Money to stall leaders / members
- Money for in-school events in week before Intercultural Day, optional
- Staff time
- Printing, photocopying, refreshments

Planning Schedule for Volunteers

Dates below set out for event in late May/early June

Sep

- Board approval
- Co-ordinator formally appointed
- Decide re proceeds
- Meeting Co-ordinator and Principal
- Agree date and time (with input from Chairperson of Parents' Association Committee)

Dec

- Article in newsletter informing people of event and date, seeking volunteers (Appendix 1)

Jan – Feb

- Flyer looking for volunteers and informing people re information meeting (Appendix 2)
- Volunteer sign-up sheet (Appendix 3)
- Approach every **international family** and invite them to become involved in event.

March

- Meeting of Stall Leaders, stall volunteers and Activities Leader and other volunteers, showing DVD of previous event (agenda – Appendix 4)
- Guidelines for stall leaders and volunteers outlining their roles (Appendices 5 and 6)
- Form for stall leaders to use to get details of their volunteers before, during and after meeting (Appendix 7)
- List of donors being contacted (make sure no potential donor is contacted by more than one person (Appendix 8)
- Letters prepared for donors (Appendices 9, 10 and 11)

April

- Ensure you have contacted every foreign national involved in school and collate list of all countries to be represented on the day, ask if they are prepared to do something during school time – if so, pass details to teacher.
- Poster to be completed (Appendix 12)
- Invitation flyer (Appendix 13) with cover letter sent to all invited guests
- Invitation flyer (Appendix 13) emailed to all parents, with request for donations or contacts for donations and seeking volunteers for all roles, non stall volunteers to contact Parents' Association Committee Class Representatives
- Ensure planning has started for each stall, provide support if required

- Meet with Chairperson of Parents' Association **Committee** and confirm that PA will **gather volunteers for** refreshments, health and safety, security, classroom supervision, clean-up (apart from stall items)
- Seek donations of food / cash for event
- Send update to stall leaders and volunteers (Appendix 14)
- Press release to be prepared (Appendix 15)

Two weeks before event

- Agenda for progress update meeting of Co-ordinator, Stall Leaders/ volunteers, Activities Leader, Donations Leader, **Parents' Association Chairperson** and Refreshments Stall Leader to finalise requirements – tables; getting, cooking and serving food; electrical requirements; shopping list (Appendix 16)
- Floor plan for stalls
- Signs and posters prepared (for stalls, list of donors, prizes if having raffle)
- Press releases to be sent out, media to be contacted (ideally they should have been informed of the event in advance)

Week before event

- Programme in school bags (Appendix 17)
- Collect donations and distribute
- Prepare display material
- Check-in meeting Co-ordinator and Principal
- Ensure you have all ingredients, prepare any food that can be made in advance

Day before event

- Set up tables, displays, decide where food will be on stall, ensure all electrics and other requirements are in place, with support from Caretaker
- Put up banners / signs for each stall with name of stall and region covered
- Put up large poster with list of donors near the entrance
- Put up posters and enlarged programmes at entrance, and outside rooms with stalls and activities
- Ensure spare programmes available to hand out on the day
- Make food for the event
- School secretary to prepare money for combined float
- Individual floats to be prepared for all stalls by Parents' Association Committee

Intercultural Day itself

- Stalls fully ready half an hour before start time
- Refreshments, health and safety and security to be dealt with by PA volunteers
- All volunteers to be familiar with health and safety issues before start, particularly in relation to electrical equipment and handling food and cash
- Stall volunteers to serve food, talk about displays and deal with visitors to the stall

- All volunteers to follow rota and ensure they get some time to look at the other stalls and activities
- Activities to take place as on the programme
- Caretaker to organise opening of Classrooms for half an hour during event
- Parents' Association Committee to manage volunteers for Refreshment Stall, Health and Safety, Security, Classroom Supervision, Clean Up, Counting Money
- Take down displays and ensure all items are returned to their owners or put for safe-keeping in the office with the owner's name
- Entertainers to be looked after by Co-ordinator or designated person and to provide entertainment
- Co-ordinator and caretaker on hand to deal with any issues that arise
- Photos to be taken
- Video footage to be taken

Week after event

- Ensure all items are returned to owners
- Send thank you letters to all donors / sponsors
- Follow up re media
- Articles for school newsletter by staff (Appendix 18) and Co-ordinator (Appendix 19)
- Send thank you email to all volunteers (Appendix 20). Organise a party if possible (Co-ordinator asked everyone to her house, all brought something to share in 2012.)
- The Chairperson of Board of Management sent an email to the Co-ordinator following the event which was forwarded on to volunteers (Appendix 21).
- Photos to be put up on website.

Month after event

- DVD footage to be edited to approximately 5 minutes. Put on website and save for use in advance of next event
- Evaluation report including selection of photos ... leading to an even better event 4 years later!

Planning Schedule for Staff

May/June of year before event

- Principal and Board to approve event for the following year, preferably approving appointment of Intercultural Day Co-ordinator
- Principal to decide if applying for specific school based programme, for example Yellow Flag
- Principal and Co-ordinator to decide if looking for grants and/or sponsorship and if so, begin researching what might be available.

Sep

- Meeting of Principal and Co-ordinator in advance of board meeting
- Principal presenting to Board (consider bringing Co-ordinator)
- Principal appoints liaison teacher (can be later in year)
- Principal and staff focus on intercultural programme for year, plan programme for each class (excluding week of event)
- Apply for grants/sponsorship if available

Sep – June (excluding week of event)

- Staff to carry out intercultural programme in classes and create displays
- Principal / liaison teacher to meet with Co-ordinator about ongoing issues
- Provide contacts from parent body for specific tasks, for example press release
- Review range of tasks laid out under roles of personnel involved and carry them out (too many to list here)

April

- Prepare invitation list and invitations
- Request that Garden Committee tidy up the garden in advance of the event
- Green Schools Committee to discuss possibility of events in the garden during school week leading up to Intercultural Day and event in the garden during the Intercultural Day

In month before Intercultural Day

- **Invite international** parents to give short presentation in class, teach games, plan arts and crafts or read stories from their country
- If there is a budget available, consider paid inputs, for example drumming workshop, African dance workshop
- **Invite families of children starting in school in the following September to come on the day**
- Prepare and send invitations along with a flyer (Appendix 13) or the programme if available (Appendix 17) to the following:
 - All Educate Together schools (or at least ones nearby)

- local schools; families of children who left the previous year
- families of children joining the school the following September
- consider inviting guests such as people in embassies, religious or cultural leaders. (should this be somewhere else?)
- Send out press release and make contact with people in a range of media (Appendix 15)

Week of Intercultural Day

- Display all intercultural artwork from year in classrooms and public areas
- Ensure classrooms are ready for visitors
- Guest speakers from school community
- Paid inputs from organisations with experience in the classroom
- School Secretary to organise cash for floats for stalls; deal with deliveries, store donations and/or prizes in office or elsewhere
- Caretaker to set up electrical equipment when room is being set up

Intercultural Day

- Caretaker or Key Holder to open and close school building on the day
- Caretaker to ensure that all tables in place and put up safely and all electrical equipment in place safely with wires taped down if required; ensure all furniture and equipment cleared away to correct location afterwards
- All other staff to relax and enjoy the event!

After event

- Put photos and description on school website
- School Secretary to ensure money counted and lodged, with the help of volunteers if needed
- Staff to evaluate in-school intercultural programme for year, in particular for week leading up to Intercultural Day

PART 2 - Description of planning RETNS Intercultural Day 2012

Vision / mission / values Decide whether or not to hold an event like this by looking at why you want to run an event. We did not state these in advance in RETNS but have put them into this report as they were implicit in the event and will be referred to when planning the next event.

Vision

- The Educate Together ethos values and celebrates the diversity of cultures. Our vision is of a culturally inclusive ethos in the school, which recognises the positive contribution that social, religious, cultural and international diversity and difference of viewpoint and opinion make to society. Our wider vision is of a culturally inclusive ethos in Irish society.

Mission

The Intercultural Day is an opportunity to build this vision and put it into practice by:

- Celebrating the diversity of cultures within the school community
- Providing an opportunity for the **international** members of the school community to feel valued and recognised
- Involving the entire school community in an event which celebrates the cultural diversity within the school community
- Raising awareness of the children of the different cultural backgrounds of other pupils and their families and to give **international members of the school community** an opportunity to showcase their food and culture
- Creating an opportunity for **international** members of the school community to feel valued and recognised for their diversity, by actively involving them in the organisation of the event, and empowering them to educate the pupils and school community about their culture
- Building **on and enhancing** links between **international parents** and between Irish and **international parents**
- Showing diversity within Irish culture – North/South, Traveller/settled
- Maintaining the ethos of Educate Together – child-centred, co-educational, democratically run and equality-based.

Display of fish – fish were chosen as a symbol of the Educate Together ethos, reminding us that the natural world is free from boundaries.

They are global, found throughout the world, an important resource, colourful and diverse. Each child in the school contributed to the multi-coloured fish display.



Values

- A belief that everyone in the school community has something to contribute to the school

- Children like to see their families involved in their sense of belonging
- The Educate Together ethos (see mission)
- An appreciation of cultural diversity
- Having a fun day with a difference

Planning

Year to hold event

It is important that the school is in a position to put a lot of resources into the event so there shouldn't be any major fund-raising or other all-school event planned close to that time. The school can put particular emphasis on intercultural issues to be a part of the ethical education programme. Ideally an event like this should be held every 4 years so each pupil gets to experience such events and parents and teachers have an understanding of what is involved. This would mean the next one in RETNS would be in 2016 as it would be a new event for many parents. A significant number of parents would have experienced the 2012 event. It involves a huge amount of planning and goodwill, particularly from **international** families.



Date and time

An afternoon at the weekend is the best time, preferably when there is a chance of good weather for people to go outdoors for part of the time. RETNS held its first Intercultural Day in June 2003 in the hope of good weather and as this was traditionally the time of the annual Fun Day organised by the Parents' Association **Committee**. The staff requested that the 2012 event would be held in May as there were so many other things on in June including School Trips, Sports Day and the 6th Class Graduation Ceremony. Unfortunately it turned out that the 2012 event co-incided with the **same weekend as the** children who were making their Communion from 2nd class. Their event was on the Saturday but several had organised family events on the Sunday also. It is important to check school and community events being organised around that time.

Venue

We held the event in the school as we wanted to show-case the school and also because the facilities in the school were ideal. We decided to have all the food and entertainment in the large hall in the school, so that there would be a buzz and so that smaller stalls would not feel isolated. We wanted parents to have an opportunity to see all the classrooms so they could see the displays. It was agreed with the staff that the classrooms would be open for half an hour during the event for families to visit. Almost all of the staff attended, the others sent apologies due to other commitments. All staff were off duty on the day, allowing them to enjoy the event. The Parents' Association Committee **gathered** volunteers and organised a rota of parents to supervise the classrooms during this time. Parents were also welcome to visit the wonderful library which had

opened during the year. A story-reading session was organised in the library with volunteers reading books with an intercultural theme to younger children. The garden was tidied up in advance of the event for eating in and playing in and was much admired. It would be good to consider an event with an intercultural theme to be held in the garden at the next Intercultural Day.

Budget

The Board of Management needs to decide on a budget for the event and to decide what any money raised from the event is to be spent on. In 2003 the school had not anticipated it would make much money on the day but said that any money raised would be used for intercultural resources and events as the Board agreed that the money should not go into the overall school funds. It is important to be able to tell potential donors and people attending the event what money raised will be used for. €1700 was raised in 2003 and contributed substantially to the purchase of intercultural resources for the school.

In 2012 the Co-ordinator discussed possible uses for money raised with the Principal. Suggestions included ethnic costumes for dressing up in, additional resources for the library and ethnic musical instruments which would be there as a resource for the school into the future.

The Co-ordinator felt that there were significant intercultural resources within the school community and that there was little need for external paid events in the week leading up to the Intercultural Day as a programme of events could be organised at no cost. Details of the events held in RETNS classes are included in the section below on raising awareness within the school curriculum.

The Principal raised the issue of what to spend the proceeds of the day on with the Board and it was decided to spend a significant amount of money on workshops with an intercultural theme the week leading up to the Intercultural Day with an expectation that the profits from the Intercultural Day would cover the costs. In the end, although the Intercultural Day raised quite a bit of money, the costs associated with it were higher than expected and it did not fully cover the costs of the events in the school. There was very positive feedback from the workshops. However, given the high cost of some of the events and that the cost varied greatly across classes, it would be worth considering if some of the cost could be taken from the trip money budget in the future (each RETNS student pays an agreed fee towards trips and school events at the start of the school year) or if the school should only have no-cost activities such as the ones described above.

In future, it needs to be very clear that the school should not expect to make much money from an intercultural event and that it should only commit resources to programmes with a cost involved if it can pay for them out of existing resources.

The Board approved spending €1500 on the following events to take place within the school in the week running up to the Intercultural Day – drum workshop,

music workshop, WASSA (another drum workshop), stone painting workshop. Any income raised on the day would be used towards those costs. All other events held in the school in the run-up to the start of Intercultural Day cost. The total income at the RETNS Intercultural Day was €1000, which went towards the expenses for the day were €611, resulting in a profit of €389 towards the events listed above.



A decision needs to be made well in advance of the event if a budget is being allocated to entertainment at the Intercultural Day – schools have had live music which proved popular. We managed to provide free entertainment in both 2003 and 2012 – in 2012 one teacher and his class started off the event with a samba band performance which created a great atmosphere. Other entertainment was provided on the stage in the hall where all the stalls were located. An Indian woman who knew one of the parents put on a display of traditional Indian dancing, a parent in the school sang Irish ballads with her guitar and 2nd class played the tin whistle. Intercultural music from the countries represented on the stalls played in the background when there was no-one on stage, collated by one of the stall volunteers.

The Co-ordinator insisted that entry and all entertainment and most activities on the day should be free and that the food should not be expensive, in line with the mission for the day. Some food was free, the rest was charged at 10c, 20c, 50c or €1 depending on the size. Portions should be small to encourage people to taste several things, to avoid food being wasted and to keep costs down.

Sponsorship

If sponsorship is being sourced, it should be researched well in advance, looking at grants available or making contact with companies that might sponsor an event. If seeking corporate sponsorship, it is essential to ensure the corporate ethics are in line with the School's ethos.

We did some work on looking for sponsorship in 2003 with no success. We did not do much work on this in 2012 apart from investigating grants. Funding was provided through the County Council in another area (not available in our area) and in the past by Know Racism (now gone).

How many stalls and for what regions of the world?

It is important to have all regions in the world included. We decided to have seven stalls after considering the **international** origins of parents and children in the school. We felt it was important to have an Irish stall to **ensure that all nationalities were represented equally**. It is essential to be politically sensitive in relation to naming the stalls - the names have to be agreed amongst the stall volunteers.

The Co-ordinator should make a list of all the parents within the school from different cultures and ask them in person to get involved and introduce them to other people who will be volunteering on that stall, including the stall leader. Members of the Parents Association Committee can help to provide names and contact details, as they should know all the parents in the class they represent in the school. The staff should also be consulted to ensure all **international families** are included. It was surprising that many people met people of the same nationality or from a neighbouring country for the first time because of this event. Some children have been adopted from other countries and it gave them an opportunity to demonstrate their knowledge of and pride in their country of origin. In the end, we found 35 different nationalities represented within the school community – the school had not been aware of the level of diversity.

Raising awareness within school curriculum

All classes in RETNS follow the Learn Together Ethical Education Programme throughout the school year and cover a range of related topics as part of the ongoing curriculum (moral and spiritual; equality and justice; belief systems; ethics and the environment).

The Co-ordinator made contact with the Yellow Flag organisers to see if the school could be involved for the year running up to the Intercultural Day but unfortunately there was no funding available to involve additional schools. This should definitely be investigated in the future. The Yellow Flag Programme is run by the Irish Traveller Movement and provides a practical series of steps that brings issues of interculturalism, equality and diversity into the whole-school programme and allows schools to apply them to the day to day running of the school. The Irish Traveller Movement run another programme called Lift Off which would also be worth considering in the future.

A speaker from the Southside Traveller Action Group (STAG) came in to speak to 6th class during the year as part of the Change and Continuity (Nomadism) Unit in History. The class was looking at the issue of a nomadic past and the teacher wanted to look at this in an Irish context. It also tied in with the Ethical Education Programme.

One of the parents in the school was involved in a photography exhibition of Travellers in the Nutgrove area close to the school in the past and gave us copies of some of the photographs to put on the Ireland stall.

The Co-ordinator put significant effort into inviting and encouraging parents to participate in the school programme and this worked very well. The teachers were surprised and delighted at the level of engagement, including some parents who had never been involved in the classroom before. Some teachers were happy to ask parents directly, others were more comfortable with the Co-ordinator making the request. Many of the **international** parents went into their child's class as a guest speaker and spoke about their culture and about life in their country (including Hungary, Serbia and America), with a focus on children,

for example describing the school uniform, classroom and yard games and explaining that plaiting hair in different styles. One German parent and her mother spoke at the class sampled pretzels. Some parents taught country, for example boules (France), shuttle were also played in the yard during the Intercultural details of intercultural themes in the classroom (17). See article by staff on intercultural activities at the school year (Appendix 18).



All classes had a fun event with an intercultural theme in the week leading up to the Intercultural Day funded by the school, including samba, Irish music, drumming and rock-painting.

Personnel

The roles which are unique to an Intercultural Day are those of Co-ordinator, Stall Leader and Stall Volunteer, as they demand specialist knowledge or skills compared with those required for other school events.

Board of Management

The Board has overall responsibility for the school and the budget. It should approve the event and the Co-ordinator to manage the project. It needs to make decisions about the use of school resources – staff and financial. The Board in RETNS fully supported the Co-ordinator in recognising that this event is different in terms of activities and purpose from other school events, it is central to the Educate Together ethos and should not be used for fundraising. If some money is raised, the Board should decide in advance how it will be spent on intercultural activities or resources. Ideally the mission, vision and values should be approved by the Board in advance of planning the event and the scope of the project should be clarified.

Intercultural Day Co-ordinator

It is essential to have someone to co-ordinate the event who has some experience in this area and who can liaise with the staff, stall leaders and other volunteers. The role of the Co-ordinator is to plan the event, report to the board via the Principal, develop and manage the team of Stall Leaders and Activities Leader, help source volunteers for the stalls, liaise with the Parents' Association Committee, run the planning meetings, be available on the day; evaluate the event. It would be useful if the Co-ordinator went to the relevant part of the board meeting discussing the possibility of having an Intercultural Day and gave an input on the vision for the event and clarified as many issues as possible at the start.

The Co-ordinator needs to dedicate a substantial amount of time and energy to working on this event and needs to have good communication, planning and

organising skills. Ideally the previous Co-ordinator should give some guidance to the Co-ordinator of the next event at the planning stage.

In terms of time, the Co-ordinator needs to put some work in at the planning stage early in the year, ongoing work each week from the first meeting of the Stall Leaders and volunteers and a very significant amount of work in the two weeks before the event. Hopefully the amount of time can be reduced as a result of this report and having access to all the relevant documentation as they can be adapted for use at a future event.

Assistant Intercultural Day Co-ordinator

An Assistant Co-ordinator might be useful, as volunteers had lots of questions. No-one volunteered for this role and the Co-ordinator felt that the new role of Activities Leader and the strong link with the Parents' Association Committee in 2012 significantly improved the running of the event in comparison with the 2003 event.

Principal

The Co-ordinator met the Principal on a regular basis during the year. This worked very well as the Principal acted as the contact person with the Board and with the staff and was able to make decisions that could not be made by the Co-ordinator. She also suggested people to make contact with who had specific skills, for example someone to help out with a press release for the event. In 2003 the Co-ordinator met with the Principal at the start and then a liaison teacher was assigned. This worked well also. Following the 2012 event, the Principal said she would assign a liaison teacher if such an event was being run again. It would save the Principal towards the end in particular when much support is needed from the school.

The role of the Principal in relation to the Intercultural Day is to:

- Communicate with the Board, Co-ordinator and staff throughout the year
- Decide with the Board about whether or not to spend money on intercultural activities in the week before the event
- Approve spending on items excluding food, drink, catering supplies
- Confirm school insurance policy adequately covers the event. (This should be the case but it is always good to contact the insurance company. The Parents' Association Committee insurance policy is also likely to fully cover this type of event also.)
- Delegate decision-making about school matters if desired - decide whether to appoint a liaison teacher or not (see liaison teacher below)
- Ensure clarity of scope of project
- Maintain ongoing contact with Co-ordinator
- Draw up an invitation list and send out well in advance. The programme is usually not available in time, but the poster can be used with the invitation on the back listing stalls and activities. All Educate Together schools (or all ET Schools in the area?) were invited, the local National School, the local community group, parents who had been very active in the school in the past and some retired staff. The previous year's 6th class pupils and

families were invited and many were delighted to have an opportunity to catch up with old friends. The incoming Junior Infants and their families were also invited, which was a good way to build the school community. It is worth considering inviting leaders from Latin America and the West Indies as well as the Jewish community.

- The school could consider inviting some of the parents to help with this could be used to attract media attention.
- Consider a Fairtrade stall. This was discussed but decided not to have one that year.

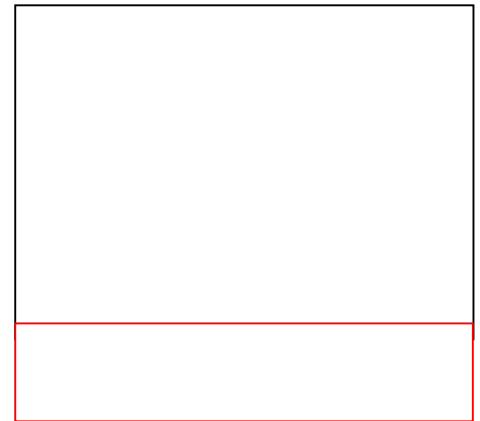


Liaison teacher (if appointed, ideally this should be the teacher with responsibility for ethical education)

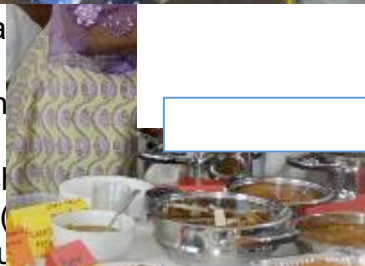
This teacher can take the lead in getting the information from the staff on classroom displays and other intercultural events taking place in classes to go in the programme. The teacher appointed in 2003 played an active role in supporting the Co-ordinator. In 2012 the Co-ordinator dealt directly with many of the staff involved.

Examples of support required from the school include to:

- Arrange for tables to be made available for the event. Each of the stalls had 2 tables (1 for food, 1 for artefacts and display material), refreshments, lollipop game (organised by one of the Special Needs Assistants), Fairtrade stand (if you are having one). In 2012 the Co-ordinator also borrowed tables from the neighbouring community centre – it is important to organise this well in advance and to remind the person responsible and arrange collection in advance of the set-up in the hall. This could be done by the liaison teacher.
- Ensure promotional material is included in the newsletter or is copied and sent in schoolbags to all families
- Provide a room in the evening for the briefing sessions for volunteers and providing necessary equipment, for example multi-media projector
- Provide access to phone to ring potential volunteers and donors (the staff room was made available)
- Provide contact details of parents who Parents' Association Committee representatives and Intercultural Day Co-ordinator have not managed to speak with face-to-face
- Compile programme for the event. The poster was the front cover. The Co-ordinator prepared timetable of events and details of stalls on back of flyer. The liaison teacher followed up with her teaching colleagues to provide text on the display materials they had for the event and the projects they had done during the year. School staff put the programme together and copied it in colour.



- Each teacher to have a display in their classroom and to contribute to the display (above)
- Ensure that a selection of stationery including blutak, thumb tacks, scissors, card paper for posters is available for setting up
- Provide one large current world map as a display in the hall and smaller maps at each of the stalls
- Clarify who is paying for any items which need to be bought
- Arrange for someone to go to the cash register which had not been donated (in 2003. This was done by one of the school volunteers from the Parents' Association Committee in 2012.
- Arrange for storage of donations and supplies for the week of the event – this will involve the School Secretary
- Provide art materials and photocopying facilities for the activities in the multi-purpose room
- Ensure that rooms were available as required on the day – library for reading, multi-purpose room for activities in 2012, classrooms for the puppet show and the making of the St. Brigid's crosses in 2003
- Organise a cash float for each of the seven stalls, the raffle organisers, the tea station (or any other stalls you may have, we had a stall for the lollipop game). The School Secretary organised the overall float following consultation with Chairperson of Parents' Association Committee in 2012, The Chairperson had the most recent experience with organising floats for previous Family Fun Day events. **Appendix??**
- Check what socket boards, CD players, microwaves and other equipment are available in the school for the event with the school caretaker. The Co-ordinator has to source additional items as required. (See Appendix 16 for suggestions of items you may need)
- Arrange for the school Caretaker to set up all the electrical equipment the day before the event and to be available during and after the event. The refreshments stall needs priority as it involves both electricity and water.
- Arrange for **Chairperson of the Parents Association Committee to invite parents** and hand out flyers to parents of children due to start the following September on their visit to the school in May.



Stall leaders

In 2012 the seven stalls were as follows: Africa; Americas and West Indies; Asia and the Middle East; Australia; Central and Eastern Europe; Ireland North and South; Western and Northern Europe. The number and name of stalls was agreed at the first meeting of volunteers in most cases or soon after.

The best way to spread the responsibility for the stall among as many people as possible is to find a stall leader for each country. The stall leader was given the document “Guidelines for Stall Leaders” which sets out their role in detail. Appendix 7 is a checklist to use at the beginning to get details of stall members.



The key tasks of the stall leader are to:

- Put together list of contact details of stall members
- Arrange meeting/s for stall members
- Make plan for stall with stall members – display, food, sourcing donations
- Communicate with Co-ordinator and stall members on an ongoing basis
- Approach possible donors, particularly ones who could give food for the stall.
- Ensure all stall members know there is a maximum budget of €50 per stall (or whatever is agreed) and that this is shared across the stall, it is not per country. Work out what can and cannot be done with the allocated budget. In 2012 the budget was exceeded by some stalls.
- Give Co-ordinator information for programme
- Prepare list of requirements – electrical, food, serviettes, paper plates, cups, cutlery (see suggestions in Appendix 16)
- Report on progress on behalf of stall at meeting two weeks before event, give update on display and food, highlight concerns and address possible solutions
- Organise rota for day
- Arrange to set up stall the day before the event
- Co-ordinate the stall for the day – display, food, health and safety, quality standards
- Ensure all items borrowed are returned to their owners

Stall Team Members

Each **international parent** in the school community should be personally invited to become involved in the event. This is time consuming and sometimes involves considerable persuasion of shy parents who have not been involved in the school previously. However, it resulted in almost all of them becoming involved on both occasions. Appendix 6 sets out the role for stall volunteers and what information they need to share with their team and with the stall leader in particular. Team members have to prepare the display and food for their stall and be part of a rota on the stall on the day. They are encouraged to come in national costume. Some also provided games which took place in the yard and which were supervised by children in the school, for example boules from France and Shuttleboard from the Netherlands. Some also came in during school time to talk about an aspect of their culture, including some who were not available to attend the event itself. (See programme for details – Appendix 17). Some Irish parents who had lived abroad or who have adopted foreign children helped out on stalls or provided display items for the event.

Please note – each member is responsible for ensuring someone else on the stall looks after the end of the event.

Activities Leader and Team

This is a very important role which we did not and is essential for future events. The Activities Leader which took place in the multi-purpose room. She was linked to the 7 intercultural stalls but she tried to ensure the activities had an intercultural theme – and the activities: origami, masks, Manga drawing, and intercultural pictures; henna tattoos; face-painting; wraps/braiding/sprays. Some children made the multipurpose room and used it in the garden. It was great fun. There were also some yard games and playground activities happening including bocce (French) and shuttleboard (Dutch). She also had the lollipop game (an annual fixture in RETNS) at the entrance to the wildlife garden and storytelling from around the world in the library. She sourced volunteers (with support from the Parents' Association Committee), prepared the rota for each activity and sourced the materials needed from the school or from parents. Several past pupils helped with the activities.



Ireland North & South Stalls

2012
Activities

Parents' Association Committee and volunteers

The Parents' Association Committee communicates with the parent body through the parent representatives in each class. The Chairperson met with the Co-ordinator regularly and the Parents' Association Committee took on the role of organising volunteers for a wide range of tasks. This provided plenty of opportunities for Irish parents to become involved in the event if they didn't have a link with the stalls. Members of the Parents' Association Committee have significant experience in running events in the school, of recruiting volunteers and they usually had a solution to problems that arose before, during and after the event. The tasks they sourced volunteers for included:

- Set up hall along with stall members
- Set up and run refreshments stall – the Refreshments Stall Leader needs to organise the following in advance of the event: a rota of volunteers, burco for boiling large amount of water, teapots, flasks for tea and coffee, jugs, sugar bowls, cups and saucers or paper cups, milk, sugar, tea, coffee, dilutable drinks, jugs, paper cups, biscuits
- Welcoming party at front door, handing out programmes (6th class can help with this)

- Coordinate supervision in classrooms for parents could visit the displays, to ensure
- Coordinate Health and Safety
- Coordinate Security
- Clean-up - someone needs to ensure the paper, cloths for cleaning up spills, mop, advance of the event.
- Source volunteers to help with activities
- **Prepare overall float and individual floats for Stall Leaders**
- Organise a raffle (if having one)
- Count the money after the event



Fundraising, including raffle

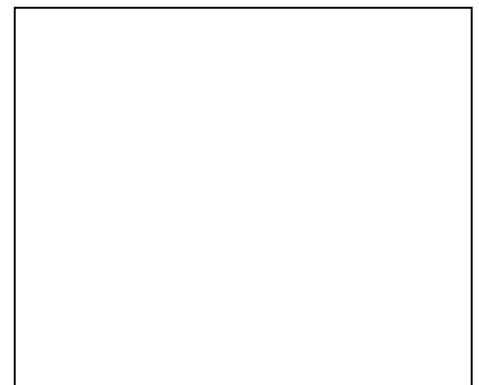
The key function of the event is to celebrate the intercultural community in the school which is central to the Educate Together ethos and therefore it should not be seen as a fundraising event. It should be different from a school fun day in terms of activities and purpose. In 2012 some parents asked if we were going to be selling second hand books and clothes as happens at the traditional school Family Fun Day, but the school board decided this would take away from the focus of the event. It also would have required many more volunteers on the day and before the event. It is a bonus if money is raised – any money raised should be used for intercultural resources and/or activities.

Raffle: In 2003 two volunteers organised a raffle and sourced most of the prizes, organised volunteers to sell tickets on the day and distributed prizes following the event. In 2012 it was agreed not to run a raffle as it involves a significant amount of time and volunteers and the Parents' Association **Committee felt the considerable time commitment involved may stretch the limits of available volunteers.** It also meant we could focus on getting donations of food rather than prizes – this resulted in reduced costs in running the event. If there is a raffle, tickets should have a phone number on the back so you can contact prize-winners. Have lots of books available, in different colours, so that you do not have to match code numbers.

You could consider producing a cookery book with recipes from different countries as a fundraiser – this would involve a significant amount of work and would need to be taken on by a separate group. The Co-ordinator and Stall Leaders could work on collecting the recipes. It would probably be best to produce the book after the Intercultural Day given the amount of work involved.

Donations Leader (someone to look for donations of food and other items for the event):

This was something the Intercultural Day Co-ordinator had not thought of in 2003 of but a parent volunteered to do this. Ideally the Donations Leader's name should go on the flyer also. The Intercultural Day Co-ordinator prepared a list of what might be needed two months in advance – this was added to following discussion with the stall leaders. Many



companies use up their charitable budget early in the year so it is important to ask as early as possible. The Donations Leader phoned potential donors and followed up with a letter where necessary. She contacted all who had agreed to donate food or items prior to the event in order to confirm delivery / collection details. She **co-ordinated** volunteers to collect items where necessary. All donors were sent a thank you letter and the programme for the day following the event.

In 2012 no-one volunteered to take on this role so stall co-ordinators and volunteers were asked to try to source food and drinks if possible. They were given 3 unsigned letters on headed paper (which they had to sign):

- letter to donors following contact by phone (Appendix 9)
- letter to be used when calling directly to potential donors (Appendix 10)
- thank you letter after the event (Appendix 11).

Donations – don't be shy, ask for what you want, it is amazing how generous people are. Examples of what was done in RETNS:

- One parent in school was involved in catering and not only supplied food but asked his suppliers to donate goods also.
- Volunteers asked the manager of shops they regularly used for donations.
- Volunteers contacted people they knew in companies that supply food and drinks.
- Stall volunteers contacted companies that produced the food they needed. The Irish stall was particularly successful with sourcing food in this way. One ethnic shop gave a loan of items for display.
- Volunteers phoned companies with no relationship with the school and were given donations.
- Newspaper companies are usually happy to provide free newspapers at an event – one person should phone and ask and arrange re collection.
- Raffle prizes could be sourced with an ethnic touch, for example meal in ethnic restaurant

All volunteers who were cooking for the event were told they should not be out of pocket and that receipted expenses would be paid. It is important to keep costs to a minimum and to state a maximum budget per stall, not per country. This is difficult if there are many nationalities represented on the one stall. Many volunteers did not claim expenses so it was good to be able to give them some of the ingredients which were donated.

Green Schools Committee and Garden Committee

The Green Schools Committee (children and 1 designated teacher) and Garden Committee (parents who help in garden) should be asked to come up with an event to run in the garden with an intercultural theme, for example treasure hunt with a difference, competition to carry things on your head, displays of plants or description of gardens from different parts of the world. They tried storytelling in 2003 but children were not able to concentrate. There was a huge clean-up in advance of the 2012 event and the garden looked very well. There was no

specific activity in the garden but many people
and drinks and enjoyed the lovely surroundings

2nd class playing Irish tin whistle

with food



Student Council

While writing this report, the Co-ordinator considered a future role involving the Student Council at a later stage to see if they can come up with new ideas for either the parents or pupils to do within the school day or at the Intercultural Day itself, but this was not done in the two events to date.

It is important to note that the Co-ordinator is not involved in the school curriculum so s/he can only make suggestions in relation to involving the above groups.

Past pupils

The Co-ordinator made contact informally with past pupils and got a significant number to volunteer on the day. This is a lovely way for past pupils to keep in touch with each other and with the wider school community. They were particularly active on the Activities Leader's team.

Individual pieces of work

Some specialist once-off tasks are involved in the event and are very suited to people with specialist knowledge or skills or limited availability. These are listed below.

1. **Flyer:** this needs to go in school bags well in advance of the event (2 months ahead ideally) so that everyone can keep the day free and so that people know what you are talking about when you ask for help! List all the lead people on the flyer - Stall Leaders, Activities Leader, Raffle Organiser (if there is one), Donations Leader, Refreshments Stall Leader as well as the Intercultural Day Co-ordinator. Invite them to contact those people directly or to contact their class representative on the Parents' Association Committee if they are available to help out in any way on the day.
2. **Poster:** It is essential to have a colourful and eye-catching poster for the event. It can be used as the cover page of the programme also. We were very fortunate to have a graphic designer available in 2012 to prepare a poster for the event.
3. **Programme:** The staff put this together but it could be done by volunteers if necessary. Be sure to mention if there is a charge involved in attending – we did not charge an entry fee as we didn't want anyone to feel they could not afford to come to the event. The programme was an A5 folded sheet with the poster on the front cover (see Appendix 17). The teaching staff prepared the two inside pages, listing all the intercultural events which took place in the school the week of the Intercultural Day.

The back page listed the 7 stalls and the programme of activities on the day. All children were given a programme in colour to bring home during the week of the event – this needs to be sent by Wednesday at the latest. It would be good to put this up on the website also in advance of the event. More copies were available on the day but we needed more copies as most people did not bring their copy to the event. It would also be useful to have an A3 version of the programme up on the wall in the hall and at the Activities room on the day, for easy reference.

4. **Photography:** you need at least one person to take photographs on the day. A parent did this one year and a staff member who was skilled in photography did it the other year. It might be possible to involve 6th class in this, so long as they still get the opportunity to enjoy the day. Check with the Principal about rules in relation to taking photographs of the children.
5. **DVD:** it is good to have a record of the day to put up on the website. It was very useful having the film from 2003 to show to volunteers at the introductory meeting in 2012 to help them visualise what the event could be like.
6. **Press release:** it is important to get someone to prepare a press release and prepare a list of media contacts to try to get some media coverage of the event. A parent working in RTE prepared a press release for the event and provided some contacts.
7. **Promotion:** The person who writes the press release or another person is needed to make contact with the media and co-ordinate interviews and photographs. Some parents made contact with people they knew in the media but there was no media coverage in the end unfortunately. One person who was planning to make a programme about the event had to cancel at short notice due to illness and another local paper which had promised to include a photograph and article on the event did not do so. It would be good to try to develop this area in the future as it raises the profile of the school and its ethos and would promote interculturalism more broadly in the community.
8. **Entertainment:** ask people in the school community to provide entertainment at the event. Start with the teachers and pupils and then see what talents parents have. Don't have entertainment all the time as people need to be able to make noise and move around in the hall.
9. **CD:** In 2012 one of the stall volunteers put together a compilation CD with music from all of the stalls which played on the sound system throughout the event when there was no entertainment on the stage.
10. **Public Address (PA) system:** A volunteer is needed to look after this during event.



al tasks (many were carried out in Committee):

A **banner / sign** was prepared for the stall and an outline map of the

A **floor plan** was prepared for all furniture, electrical requirements

refreshments stall served hot drinks electricity and water fish ballads

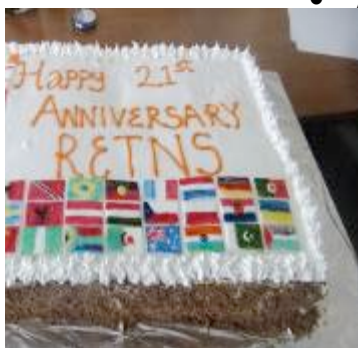
Exhibition boards need to be set

- Some **donations had to be collected** for the event
- A **poster** was prepared **listing the donors**
- A **poster** was prepared by the raffle organisers **listing the raffle prizes** in 2003. The donors were included in the above list of donors.

Volunteers were needed the day before the event to **set up the venue** (overall layout rather than working on specific stalls). Ensure the school hall is kept free for this time and that it is not needed for any other activity before your event. It may be possible to do some of the set-up on the Friday while the children are at school – this can be discussed locally.

Someone with a key and the alarm code had to be available to **open and close the school** on the Saturday and early on the Sunday

- **Welcoming group** – at least one adult and two 6th class pupils to welcome people as they arrive, hand out programmes and provide directions
- **Health and safety** – someone needs to be responsible for first aid
- **Security** – someone needs to be available in case any issues arise
- **Public Address (PA) system** – someone to look after system during event
- **Announcements** – someone to introduce entertainers and make any other announcements required
- Some volunteers to **count money** after the event and bag it for the School Secretary to bring to the bank.



on Cake for Rathfarnham Educate Together
rcultural Theme with flags representing all of
ationalities from within the school



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PART 3 APPENDICES

Appendix 1: Article for RETNS newsletter, December 2011

Date for your diary: RETNS Intercultural Day – Sunday 27 May 2012!

Rathfarnham Educate Together National School is holding an Intercultural Day on Sunday 27 May 2012. It aims to be an enjoyable way to learn about different cultures and countries for children from the school, their families and friends, through learning about food, music and craftwork from a range of countries. The first RETNS Intercultural Day was held in the school in 2003 and was a great success. It had seven stalls representing the nationalities of RETNS pupils and their parents at the time: Ireland, Western Europe, Eastern Europe, Africa, Asia, Australia, the Americas. Some of the stalls represented several countries.

Calling all volunteers!

The staff and children will be working over the next months on intercultural projects which will be on display on the day. Parents, guardians, former pupils and anyone else with an interest in the day are invited to volunteer to organise or help out on stalls representing different regions in the world, setting out displays of crafts and preparing food for everyone to taste. The more people that get involved, the better the day will be. If you can't help out, please put the date in your diary and try to come along with family and friends. Everyone is welcome.

The following volunteer tasks need to be carried out:

Stall leaders – to take responsibility for a stall and to co-ordinate the volunteers on that stall, the display and the food preparation

Stall helpers – to support the stall leaders by setting up the stall in advance of the event, helping with food preparation and helping on the stall on the day

Refreshments – to run stall with tea, coffees, soft drinks

Hunters and gatherers – to ask shops / cafes / restaurants for food / ingredients / prizes for the day

Raffle ticket sellers – to sell tickets on the day

Anything and everything volunteers – people who will help out with small, medium or large jobs in advance of the day and on the day itself, at request of

Organiser

Artwork – someone to prepare posters and flyers for the event

Recording the event – someone who will go around taking some DVD footage of the event and the run-up to it

Photographer – to record the event

Entertainers – people who will provide entertainment on the day – last time we had music, dance, limbo dancing, hair braiding, boules, face-painting, storytelling from around the world. New ideas are always welcome!

Lender – people who have travelled often come home with wonderful books and artefacts. It would be great if these could be given on loan for others to see on the day.

Clean-up wizards – to clean up after the great event, when all the other volunteers are tired!

Support person to Organiser – person to be involved from start to finish and perhaps open to running a similar event in the future (not for a few years!)

Other possible volunteer roles not yet thought of – perhaps you would like to organise a Fair Trade stall or a stall highlighting human rights issues or maybe you have another great idea.

If you are interested in helping out on the day, please contact Adrienne Collins at 01-2986937 or 086-8658232 or email collinsoregan@gmail.com

Be warned, over 50 volunteers were involved last time and a similar or larger number will be needed this time and I am not shy about asking people for help!

Looking forward to an exciting event

Adrienne
(mother of Daragh in 4th and Sorcha in 2nd)

Appendix 2: Flyer looking for volunteers and informing people re information meeting

WHAT?	Intercultural Day
WHERE?	Rathfarnham Educate Together National School
WHEN?	2pm - 4pm, SUNDAY 27 MAY
WHO?	All are welcome, it is a free event
TELL ME MORE	<p>The RETNS Intercultural Day is an opportunity for us all to get together and celebrate the diversity of cultures in our school. We want it to be an enjoyable way for our children, families and friends to learn about the different cultures they share.</p> <p>RETNS parents and guardians will be running stalls representing Ireland, Western Europe, Eastern Europe, Africa, Asia, Australia and the Americas. The stalls will have food to taste, music to listen to and craftwork, books and other interesting things to look at.</p>
WANT TO GET INVOLVED?	<p>Find out more about the event and how you can help to make it a great day at an Information Meeting on Wednesday, 28 March at 8pm in the school</p>
CONTACT	<p>Adrienne Collins, 01-2986937 / 086-8658232, collinsoregan@gmail.com if you would like to be involved but are not able to come to the Information Meeting. All suggestions and support welcome.</p>

Appendix 3: Volunteer sign-up sheet

This was posted on school noticeboard with many of the names filled in, to encourage people to sign up (names and contact numbers deleted here)

	Africa	The Americas	Asia & Middle East	Australia	Central & Eastern Europe	Western Europe	Ireland
Stall leader							
Stall volunteers by country							
Names listed on notice-board in this table							

PLEASE VOLUNTEER:

Please write your name below and list your country, contact number and name and class of your child/ren in RETNS.

I have tried to contact **foreign national** parents but have not got to speak to all of you yet, but we would like you all to be involved!

Irish parents – we need you too! We need items to put on stalls (flags, maps, crafts, books), particularly for the Australian stall.

We will have lots of activities on the day, depending on the number of volunteers.

These may include:

- Reading stories from around the world to children
- Supervising foreign games and activities – boules, hair braiding
- Organising an activity in the garden
- Looking for donations in advance of the day
- Setting up the stalls the day before the event
- Helping out on a stall on the day. (You can say the stall you would like to help out on if you wish)
- Helping with teas and coffees on the day
- Providing entertainment on the day
- Cleaning up after the event

Anyone who is from another country, please fill in your name and phone number and the name and class of your child on the page below.

Foreign nationals

Name	Country	Contact phone number

Irish volunteers and foreign nationals who don't want to be on a regional stall

Name	What would you like to do? If you are happy to do anything, leave this blank	Contact phone number (if you haven't given it to Adrienne)
	Poster	
	Photos of event	
	Day before, on day	
	Set up / tidy up	
	Candy floss	
	Will organise 6 th class to video events in run up to day during school time	
	crepes	

WHAT CAN I DO?

- STALL LEADER – 7 international stalls
- STALL VOLUNTEER – from that part of the world or who has travelled there
- REFRESHMENTS – tea & coffee, soft drinks
- LOOKING FOR DONATIONS BEFORE THE EVENT – food, ingredients, display items, prizes
- ACTIVITIES – read stories to children about other parts of the world, hair braiding, boules, origami, face painting, other activities with an intercultural theme
- ENTERTAINERS – music or dance
- SETTING UP THE DAY BEFORE OR ON THE MORNING
- CLEANING UP AFTER THE EVENT

Contact Adrienne Collins, 01-2986937 / 086-8658232 / collinsoregan@gmail.com if you can help in any way. All suggestions and support welcome.

Appendix 4: Agenda for Information Meeting 28 March 2012

- Welcome and introductions
- Vision, mission, values for Intercultural Day
- DVD of previous event/s
- Overview of event – date, time, venue, who will be attending, what money raised will be used for, communication plan – poster, programme, PR, another meeting before event; what will be happening around school – stalls with displays and food; entertainment; activities indoors and outdoors. Explain that they are being asked to help on stalls as others will look after other tasks and that there will be another meeting 2 weeks before event.
- Roles and responsibilities - overall
- Agree number of stalls and areas of world represented
- If there aren't many people on some stalls, see if other parents who have travelled there can help on stall or give a loan of items to put on stall
- Ask if people know any other **foreign nationals** and if they are prepared to speak with them or else pass details to Co-ordinator
- Explain there is a limited budget of €50 (or whatever is decided with the Principal) for each stall (not each country) and that people must keep receipts. Discuss possibility of looking for donations and hand out unsigned copies of 3 letters to donors. Point out importance of only one person approaching any donor.
- Break into small groups by stall (or put 2 or 3 stalls together if turnout is low) and have one general group of volunteers not linked to stalls. Have initial discussion about what can be done on the stall. Ideally a stall leader should have been agreed in advance of the meeting but if not, agree on it at the meeting or soon after.
 - Agree on Leader and hand out Guidelines for stall leaders (Appendix 5)
 - Hand out Guidelines for stall members to all others (Appendix 6)
 - Roles and responsibilities within stall team
 - Share contact details and complete form (Appendix 7)
 - Confirm name of stall – all need to be happy with it
 - Discuss plan, donations, display
 - Contact embassy re flags and materials
 - Food
 - Deadlines
 - Help they need from others – setting up stall, getting items, list of food / ingredients needed
 - Are they prepared to do something related to their culture in the classroom?
 - Suggestions for intercultural activities
 - Request loan of books for young children written in English which could be read on the day
 - Communication plan within stall group
 -

Appendix 5: Guidelines for Stall Leaders

RETNS INTERCULTURAL DAY 2012 GUIDELINES FOR STALL LEADERS

Introduction

Rathfarnham Educate Together National School is holding an Intercultural Day on **Sunday 27 May from 2pm – 4pm** in the school grounds. It aims to be an enjoyable way to learn about different cultures and countries for children from the school, their families and friends, through learning about food, music and craftwork from a range of countries.

Each class will be preparing an exhibition in their classroom on an intercultural theme which visitors can see on the day.

Organisation before the event

There will be **seven stalls set up in the school hall** as follows: **Ireland, Western and Northern Europe, Central and Eastern Europe, Africa, Asia and the Middle East, Australia, the Americas**. Some of the stalls will represent more than one country e.g. the Asian and Middle Eastern stall already has representatives from India, Japan, China, Pakistan, Palestine, Malaysia.

You will act as a **contact person** for your stall. Your phone number will be circulated to all parents in the school in case they wish to volunteer to help you prepare your display, give you a loan of artefacts, help with cooking or on the stall.

Your stall will represent many countries, so you need to arrange a **meeting with the volunteers on your stall** to plan how to work together.

You need to tell Adrienne what your **plan** is for your stall by **11 May** at the latest, so we can prepare a small leaflet for everyone coming to the event telling them what to look out for. Remember to include everything that you plan to do. **All of your ideas are welcome** – some ideas might include teaching children games from your country, singing, dancing, storytelling or displaying craftwork. So far we are planning to read stories from around the world, do origami and do hair braiding. These activities will not take place in the hall.

You should not be out of pocket for becoming involved with running a stall. If you require money to pay for ingredients or other items for your stall, contact Adrienne. **We can refund you up to €50 per stall or up to €10 per country represented**. You can only get money back if you have a **receipt**, so get and keep receipts. We may be able to provide you with some food or ingredients. You could also **contact suppliers** for free food. Please contact Adrienne before you do this to make sure the same shops / companies are not contacted more than once. Adrienne can give you a letter to give to possible donors.

You need to inform Adrienne by **18 May** at the latest of what you need in terms of **equipment**, for example microwave, bain marie (for keeping food hot), CD player

or other equipment. If you are able to provide your own equipment, please let Adrienne know the number of electrical sockets you require. Dennis, the school care-taker, will be working in the school on the day.

We will provide a banner with the title of your stall, also a map in the hall marking all the countries represented. You need to prepare a **display** before the event. It would be great if this display included some flags, maps, pictures and some information on your region. Ideally you should have some crafts from the countries represented. You could contact your embassy for items. We will ask people not to touch them but you should keep watch on items of your own or those given to you on loan for the day. The children may be able to help with the displays as part of their schoolwork during the week before the event.

You are welcome to **bring along people** who are not involved in the school but who share your culture or ethnic background to help you. You are also very welcome to involve your children or other children from the school on your stall, keeping in mind safety issues with regard to hot food or equipment. Past pupils are also welcome to help out.

The school is planning a series of activities in the week leading up to the Intercultural Day, so you should speak to your class teacher or to Sinéad, the principal, if you have any suggestions.

Setting up your stall

You are welcome to set up your stall on **Saturday 26 May** (times to be arranged) – you will need to let me know when you want to set it up so I can make sure the school is open. If you want help in setting up your stall, please let Adrienne know. If you can arrange help yourself, that would be wonderful.

Each stall holder will be provided with **two tables, one for displaying** crafts, books, artefacts and other items, and **one for serving food**.

The school will also be open early on Sunday 27 May – time to be arranged.

The stall **leader should ideally be on the school grounds for the entire event**, or name someone as stall leader for part of the event. They should have a **team** of volunteers to ensure that there are always two people on the stall. Team members should be available to serve food and talk to people about their display or to give information about their country / countries. No one should feel they have to stay at their stall all the time. You should organise the work so that each team member has an opportunity to look at other stalls and the classroom displays and enjoy some free time.

On the day

All stalls should be ready before the event begins.

Stall helpers are encouraged to wear ethnic dress.

We will provide paper plates, plastic cutlery and serviettes, gloves for serving food. Soft drinks, teas and coffees will also be provided in the hall.

All food needs to be prepared in advance, ideally in small portions so that people can sample a variety of tastes.

Please be very conscious of health and safety issues at all times – we do not want anyone to be hurt at the event.

We will provide you with a float (of cash) at the start of the event so you have some change. You will be responsible for charging a small amount for food portions at the event, and this will all be handed over to the organisers at the end of the day to cover costs and hopefully to make some money for the school. Please discuss what you intend to charge with Adrienne well before the event.

Please do not have young children behind the stall at the event as you will be on duty to deal with visitors. It is up to each volunteer to make arrangements for their children to be looked after during the event.

After the event

You should hand over any money you have collected to the organisers.

You should ensure that all the crafts, food and equipment that you brought with you are removed from the hall before you leave. You can take down your display or we will do that for you. We will look after any food that is left over.

A team of volunteers will help with cleaning up the school and moving furniture – you do not need to do this work.

Then you can relax and be glad that it is all over!

You are very welcome to speak to me in the school or to phone me to discuss any concerns you may have. Thanks again for volunteering to help.

Best wishes

Adrienne Collins

Tel 01-298 6937 / 086-8658232 / collinsoregan@gmail.com

Appendix 6: Guidelines for Stall Volunteers

RETNS INTERCULTURAL DAY 2pm – 4pm Sunday 27 May GUIDELINES FOR STALL VOLUNTEERS

April / early May

- Get contact details of all volunteers on your stall, especially stall leader
- Make a plan for your country by Tues 8 May and discuss with stall leader
- Give stall leader a list of what you need by 8 May
 - Ingredients
 - Food
 - Flags / artefacts
 - Items for activities
 - Money
- Give stall leader list of equipment you need by Tuesday 15 May. (You will have 2 tables on stall for the region and a sign for your region. Give a list of any other items you need. You will be given serviettes, paper plates, plastic cutlery, plastic gloves to serve food.
- Contact embassy for flags and information
- Contact shops / suppliers for food / items if you wish (tell Adrienne who you are contacting)
- Arrange with your stall leader to set up stall in advance of event.
- Tell your stall leader when you are available on the day. The event is from 2 – 4pm on Sunday 27 May. Someone needs to be on the stall from 1.45 till 4.15.
- Keep receipts for any food or ingredients you buy. Please discuss costs with the stall leader in advance of spending money.
- Please let Adrienne know if you are available to do any activities with the children during school hours in the week before the Intercultural Day.

26 & 27 May

- Prepare food for selling on the day. The charge will be small and the portions should be small so people can taste a variety of things.
- Keep a list of any items you borrowed for the display and make sure they are returned safely to the owners.
- Wear ethnic dress if possible.
- Be aware of health and safety and hygiene at all times. Please wear gloves if you are touching food directly.
- Put a sign on any foods containing nuts.
- Be sure to take some time out to visit the classrooms and enjoy the day.

Finally, a big thank you for volunteering

If you have any further questions, you can contact Adrienne Collins, 2986937 / 086-8658232 / collinsoregan@gmail.com

Appendix 7: Form for stall leaders to get details of their volunteers

Name (block capitals)	Child/children's name/s & class/es	Landline	Mobile	Email	What you would like to do

Appendix 8: List re donors being contacted

Name of volunteer	Company	Contact person	Contact number / email	What is being donated

Appendix 9: Letter to possible donors sent following contact by phone

To be sent on photocopied headed paper and signed by person who made the call

Dear

I am writing to you further to our telephone conversation re Rathfarnham Educate Together National School's Intercultural Day which will take place on Sunday 27 May.

The Intercultural Day aims to be an enjoyable way to learn about different cultures and countries for children from the school, their families and friends, through learning about food, music and craftwork from a range of countries.

All the children in the school will be preparing exhibitions and doing work on intercultural themes before the event. Parents and visitors are welcome to look at their displays around the school and in each of the classrooms.

Parents and others linked to the school are already preparing displays for the school hall to represent regions of the world. Visitors will be able to listen to music, look at books and flags and craftwork and other items from these regions. They will also be able to taste a wide range of food. There will be seven stalls representing the nationalities of RETNS pupils and their parents: Ireland, Western and Northern Europe, Central and Eastern Europe, Africa, Asia and the Middle East, Australia and the Americas.

We would appreciate any donation you can make to support this event – prizes or food items.

Yours faithfully

Intercultural Day Committee

Appendix 10: Letter to possible donors sent or brought by volunteers (without previous contact)

To be sent on photocopied headed paper, signed by volunteer involved

To whom it may concern

Rathfarnham Educate Together National School is holding an Intercultural Day on Sunday 27 May. It aims to be an enjoyable way to learn about different cultures and countries for children from the school, their families and friends, through learning about food, music and craftwork from a range of countries.

All the children in the school will be preparing exhibitions and doing work on intercultural themes before the event. Parents and visitors are welcome to look at their displays around the school and in each of the classrooms.

Parents and others linked to the school are already preparing displays for the school hall to represent regions of the world. Visitors will be able to listen to music, look at books and flags and craftwork and other items from these regions. They will also be able to taste a wide range of food. There will be seven stalls representing the nationalities of RETNS pupils and their parents: Ireland, Western and Northern Europe, Central and Eastern Europe, Africa, Asia and the Middle East, Australia and the Americas.

We would appreciate any donation you can make to support this event – prizes or food items.

Yours faithfully

Intercultural Day Committee

Appendix 11: Letter sent to all donors following the event

To be sent with a programme of events enclosed (on photocopied headed paper, with signature of volunteer involved)

Dear

On behalf of the children, parents and staff of the school I would like to take this opportunity to thank you for your support for Rathfarnham Educate Together National School's Intercultural day which was held on Sunday 27 May. The day was a huge success and was thoroughly enjoyed by all who attended. Please find enclosed programme for the day which lists the wide range of activities which took place and the range of cultures represented. People were able to enjoy food from all around the world and to learn about different cultures.

Many thanks for your support in making this event possible.

Best wishes

Intercultural Day Committee

Appendix 12: Poster

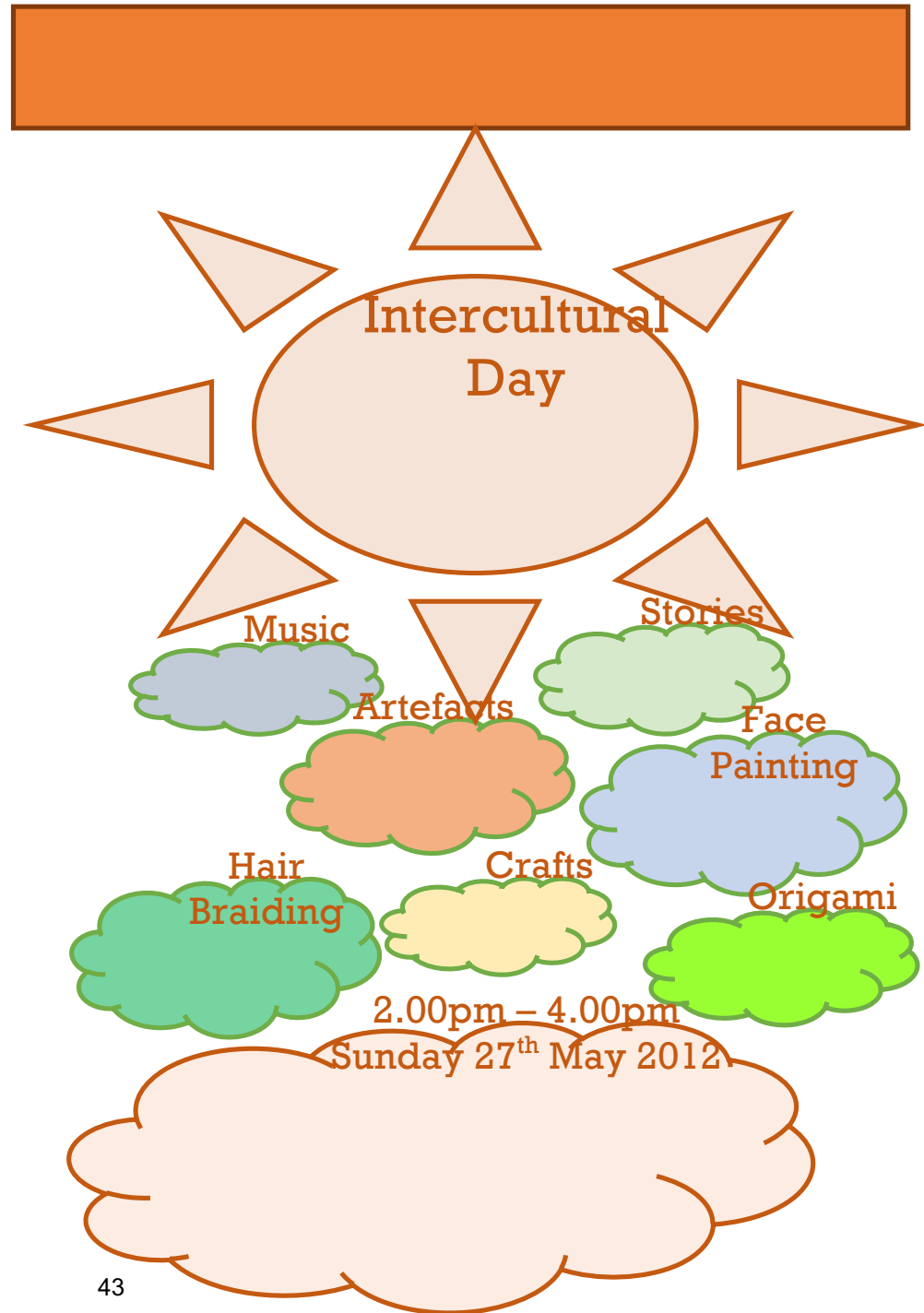




Intercultural Day 2012



2-4pm
Sunday 27th May



Appendix 13 above: Invitation Flyer (sent to all families a month before the event and to invited guests)

Guests should also be sent a cover letter to encourage them to attend.

Appendix 14: Update sent to stall volunteers a month before the event

Dear Stall Volunteers

Thank you so much for agreeing to help at the RETNS Intercultural Day on Sun 27 May, 2-4pm. A beautiful poster has been prepared and will be up around the school soon.

We now have 7 stalls from around the world representing the families and cultures of RETNS children and parents. They are Ireland North and South; Western and Northern Europe; Central and Eastern Europe; Asia and the Middle East; the Americas and West Indies; Africa; Australia.

Classrooms will be open for half an hour on the day so families can look at exhibitions. We hope to have a samba drumming set available with children from one class performing.

We hope to have a range of activities on for children in the library and the multi-purpose room - colouring, origami, face-painting, story-telling, hair-braiding. We are open to new suggestions. One parent is co-ordinating the activities.

We hope to have an activity in the wild garden, weather permitting. The Parents' Association is co-ordinating the teas and coffees on the day.

Stalls: I am looking forward to seeing all your wonderful displays and tasting delicious food from all around the world. Remember that it should be in small servings and most of it should be finger food, easy to pick up and eat. I know you are all making great plans and everyone in school is really looking forward to the stalls in the hall. Can you please contact your stall leader with the plan for your stall by 11 May at the latest? I need to put together a brochure for the day and want to list all activities. You also need to tell the stall leader what food you need, as we are currently looking for donations of food from a variety of companies. I have letters which you can use if you want to look for donations directly.

Please let the stall leader know what equipment you need by 18 May at the latest for example - microwave.

Please come in your national costume on the day and get your friends and family to come in costume also to make it a very colourful event.

Josh, Junior Infant father, kindly agreed to put together a compilation CD of music from the stalls to play in the hall on the day, rather than 7 stalls having competing music! Please bring in one or 2 CDs from your country with a sticker saying your name and which tracks to record - you can give them to me or Josh or to Carol in the office - tell her to pass them to me.

Please let me know if you want to do any activities with children in the multi-purpose room during the intercultural day. I know you will all be busy with stalls but you are very welcome to be involved in another activity if you wish.

I spoke with Sinéad, principal, and she said the teachers would love to hear from any parent who could give half an hour in the week coming up to the intercultural day to do activities with the children - storytelling, reading, teaching games to play in class or in the yard, doing crafts, giving a talk on a culture or religion or a country. You can do whatever you like and the teachers can build it into their plan for the week. You can contact me about this or speak to one of the teachers. Given the number of French parents, can I suggest that one parent teaches boules to one of the older classes during the week and one supervises boules in the yard on the day?

I am usually at the school on Mon, Thurs and Fri mornings if anyone wants to talk to me. If you don't know me, just ring me (01-2986937, 086-8658232) or email me (collinsoregan@gmail.com) and arrange to meet me. I am happy to organise a meeting a week or two before the day if you think we need a meeting, otherwise I suggest you talk with the other people on your stall. You should all have a list of the people on your stall at this stage.

Thank you again for your help - this day would not be possible without the involvement of parents from so many countries on the day.
Best wishes

Adrienne

Appendix 15: Press release (sent on headed paper)

Colour and Drama Promised as South Dublin Primary School Celebrates 21st Anniversary

Rathfarnham Educate Together National School, one of Dublin's longest-established Educate Together schools, is set to host an energetic celebration of multi-culture and ethnicity as it marks its 21st year in operation.

The outdoor and indoor event, which will be held in the school grounds on Loreto Avenue this Sunday afternoon May 27th, will mark the end of a full week of Intercultural-based activity in the school.

Pupils from junior infants through to sixth class will join with teachers and families to mark 21 years of Educate Together in Rathfarnham with a celebration of the multi-cultural ethos at the core of the school's vision. Seven specific stalls will profile the histories, sights, sounds and tastes of Africa, Asia and the Middle East, the Americas and West Indies, Australia, Ireland (Northern Ireland and the Republic), Western and Northern Europe, and Central and Eastern Europe.

Featuring a wide breadth of world foods, music, crafts, original photographs, dress, maps and personal histories, the Intercultural Day is open to all families and children who are currently attending, or who have previously attended, Rathfarnham Educate Together National School over the course of its existence.

Almost 100 volunteers will be on duty on the day, a day which concludes the school's week-long curricular programme of Intercultural-based events.

ENDS

May 21 2012

Please see below for further details

About RETNS

Founded 21 years ago, Rathfarnham Educate Together National School has children and families from 35 different countries currently attending and this Intercultural Day is an opportunity to showcase and honour the scale and diversity of those backgrounds and origins. Educate Together schools share an ethos that is child-centred, multi-denominational, co-educational and democratically run.

Parent and School Community Queries

Sinéad Watson, Principal, RETNS, Loreto Avenue, Rathfarnham, Dublin 14

Tel 01-4938677 Email info@retns.ie Web: www.retns.ie **or**

Adrienne Collins, Parent, 086-8658232

Press or Photographer Queries

Joseph Hoban, Parent, 086 8128662

What	Intercultural Day – a colourful celebration of multi-culture and ethnicity - as Rathfarnham Educate Together National School marks 21 years
Who	Pupils, teachers, staff and families of Rathfarnham Educate Together National School
Where	Rathfarnham Educate Together National School, Loreto Avenue Rathfarham, Dublin 14
When	2pm, Saturday May 27 th
Note	Due to capacity restrictions this event is reserved for the Pupils, teachers, staff and families of Rathfarnham Educate Together National School. Press and Press Photographers welcome by prior arrangement
RSVP	Joseph Hoban, 086 8128662, josephhoban@eircom.net

Intercultural Day

Rathfarnham Educate Together National School marks the end of a full week of Intercultural-based activity with a wide-ranging celebration of multi-culture and ethnicity on the school grounds on Sunday afternoon, May 27th next.

Founded 21 years ago, the school has children and families from 35 different countries currently attending and this Intercultural Day is an opportunity to showcase and honour the scale and diversity of those backgrounds and origins. Educate Together schools share an ethos that is child-centred, multi-denominational, co-educational and democratically run.

Seven specific stalls will profile the histories, sights, sounds and tastes of Africa, Asia and the Middle East, The Americas and West Indies, Australia, Ireland – North and South, Western and Northern Europe and Central and Eastern Europe.

Featuring a wide breadth of world foods, music, crafts, original photographs, dress, maps and personal histories, the Intercultural Day is open to all families and children who are currently attending, or who have previously attended, Rathfarnham Educate Together National School over the course of its existence.

Almost 100 volunteers will be on duty on the day, a day which concludes the school's week-long curricular programme of Intercultural-based events.

For further information contact
Sinéad Watson, Principal
RETNS, Loreto Avenue, Rathfarham, Dublin 14
Tel 01-4938677; Email info@retns.ie; Web: www.retns.ie
Adrienne Collins, Parent, 086-8658232

Appendix 16: Agenda for Meeting for Stall Leaders and Volunteers two weeks before event

Meeting to review progress (including list of signs, furniture and heating equipment needed and food to be bought)

- Welcome and introductions
- DVD (some may not have been at initial meeting)
- Brief introduction to event if some people were not at initial meeting
- Update on event excluding stalls: poster; brochure; publicity; DVD footage of event for website; photos; welcoming party; PA system; person to do announcements; security; health and safety; all donors to be listed on sign near entrance; entertainment; classrooms will be open for short time for people to view; refreshments; inform volunteers if tables and chairs will be available in yard and in garden or in hall or other room in the school for people to sit down and eat at.
- Activities taking place (not at stalls): library; garden; activities room; fair trade stand (if having one).
- Update on general stall issues:
 - caretaker to assist when setting up room
 - floor plan will have been prepared in advance, volunteers will be available to set up room, stall volunteers only need to work on set-up of their stall
 - tables – number per stall and size; paper tablecloths will be provided on all tables, see note * below
 - exhibition boards
 - banners / signs (A1 size (very large) sign will be provided at each stall with name of each region
 - list of countries represented on each stall on A3 paper (double A4, regular letter size) will be provided
 - school will provide blutak, thumb tacks, markers, sellotape, address labels for name & country
 - small halal and kosher signs, nut signs, prices 25c, 50c, €1 signs will be prepared in advance. Individual signs for each food and where it is from to be completed by stall volunteers – to be done on day or day before, small foldable pieces of blank card for each stall.
 - cash floats
 - date person going to cash and carry
- Reminders:
 - Stall and display need to be set up day before event; volunteers and food need to be ready half an hour before the event
 - budget for stall; essential to keep receipts
 - portions should be taster size, consistency should allow them to be easy to serve if possible; prices to be kept low for portions being served on stalls, agree what to charge.

- names of any sponsors/donors to be given to Co-ordinator in advance of the event so they can be listed on sign
- safety especially re electrical equipment; food hygiene
- ask all volunteers and their families to come in national costume
- need to have rota for stall to ensure everyone has opportunity to enjoy the event as well as volunteering on stall
- children of volunteers not allowed to help on stalls during event (unless older children are helping with display material)
- clean-up of stall (volunteers will be cleaning up hall and will help take down displays but will not be responsible for any of the items, it is up to stall members to ensure all items on loan to stall are taken care of after the event)
- money from stall to be given to organisers, no need to count it.
- Overall plan for each stall
 - Number of volunteers
 - Countries represented
 - Plan re display
 - Plan re food:
 - Ingredients needed
 - Food-related items needed, see note below *
 - Electrical requirements for stall - see note below **
 - Any concerns or issues
- Questions and answers
- Reminder that they can contact stall leader or Intercultural Day Co-ordinator at any time if they have any further questions or if they need further assistance
- Close

***Tables**

- *7 regional stalls with 2 large tables each and 1 low table each*
- *Additional tables outside for food that is being cooked at the event (crepes, candy floss)*
- *Refreshments*
- *Tables and chairs for people to eat at*
- *Children's activities – 7 tables – need to arrange to get them from a classroom*

**** Getting, cooking and serving food**

Check with stall leaders what food is being served and see if you can give donated ingredients to people cooking, or use vouchers donated by shops to get the food required. Try to buy as little as possible and get people to keep receipts for everything they buy.

Volunteers are unlikely to have catering size cooking and serving equipment. They should try to source as much of it as possible before the meeting and provide the Co-ordinator with a list of everything else they need. There is no need to buy anything.

- *Large saucepans and baking dishes*

- *Serving platters / large plates / cake stands*
- *Serving spoons / ladles / knives / pan flips /*
- *Jugs if serving juice*
- *Flasks for tea and coffee on refreshments stall (Parents' Association has these)*
- *Paper tablecloths*
- *Serviettes for all stalls – need very large number as encouraging people not to use plates all the time*
- *Cocktail sticks*
- *Plastic cutlery*
- *Small plates – some low quality for cakes and biscuits, some higher quality for hot food*
- *Small cups/bowls for serving food in*
- *Small paper and plastic bags for people to take away food*
- *Paper cups – large number needed*
- *Tin foil / cling film, kitchen paper*
- *Disposable gloves for people serving food*
- *Some people may not have saucepans, bowls or baking dishes in the number or size required, it is important to check and source whatever they need.*

*****Electrical equipment**

Prepare a list of requirements for each stall of what they have and what Co-ordinator needs to access for stall. This is needed in advance to assist in planning room and getting caretaker to ensure it is set up safely.

Possible requirements: microwave, hostess trolley / bain marie / something which keeps food warm; candy floss machine, electric mixer, crepe machine, burco, kettle, heating flasks, projector and TV / laptop, extension leads, socket boards. Co-ordinator should ensure that additional extension leads and socket boards available, also sticky tape to tape wires down.

Shopping list

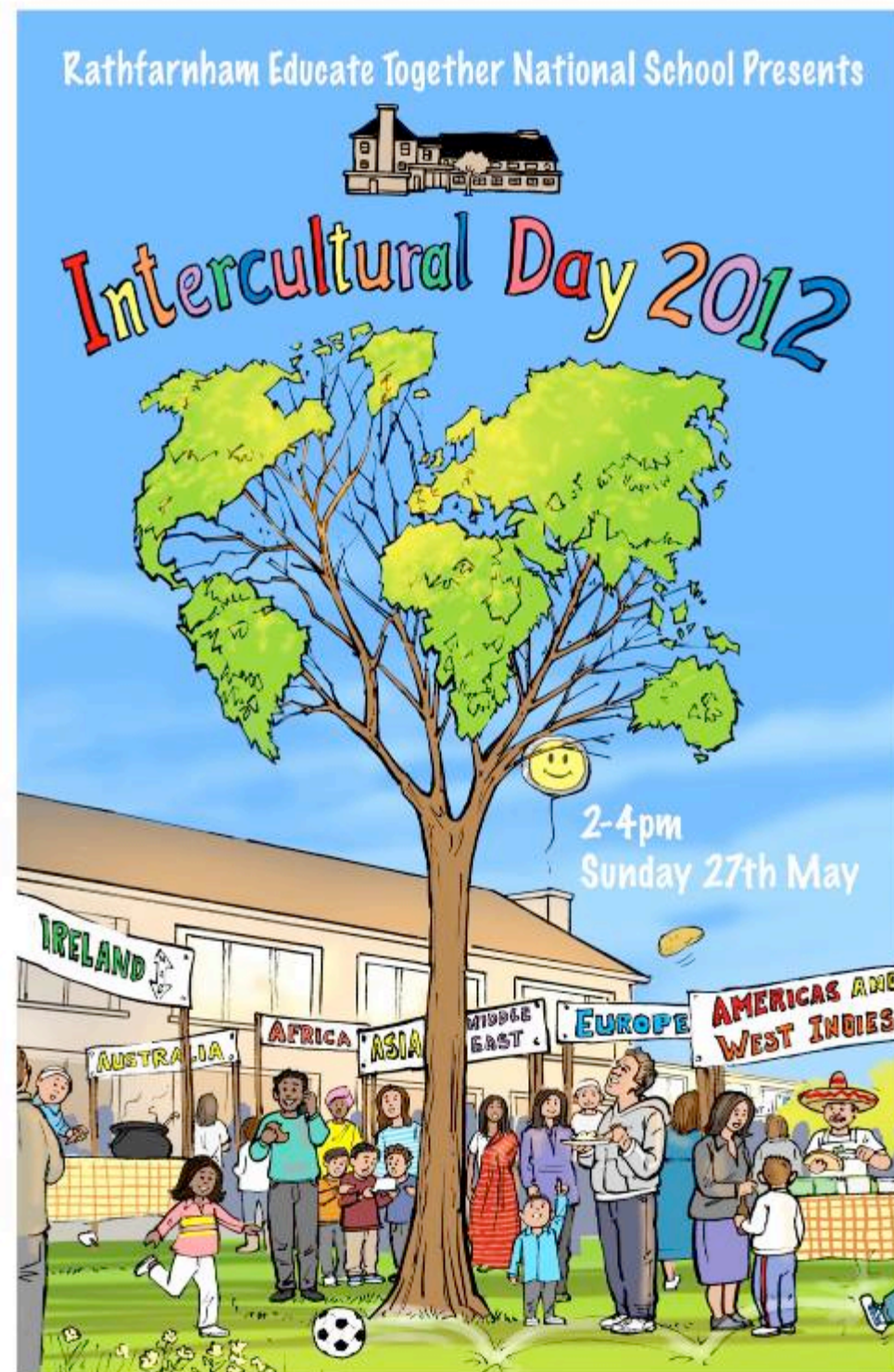
Prepare a list of items to be bought if you haven't received them as donations. Bulk items can be bought in cash and carry if school has an account. Other items can be bought in a supermarket.

- *Review list above re items for serving food.*
- *Items for refreshments stall – tea, coffee, sugar, milk, dilutable drinks*
- *Food needed for stalls, particularly bulk items*

2.00pm – 4.00pm

- sharp 5th class Samba band in front of school if fine, on stage if wet.
- 4.00 7 stalls in school hall representing the 35 countries represented by parents and children in RETNS with food, crafts, music, photos, dress, maps, personal histories from:
 - Africa
 - Americas & West Indies (candy floss is being sold outside)
 - Asia & the Middle East
 - Australia
 - Central & Eastern Europe
 - Ireland North and South
 - Western & Northern Europe (crepes are being sold outside)
 Tea, coffee, water, soft drinks also available at refreshments stall
- 3.15 Henna tattoos, Multi-purpose room
- 3.30 Art and craft activities in Multi-purpose room - Origami, colouring, masks, Manga drawing
- 3.45 Face painting in Multi-purpose room
- 3.45 Hair wraps / braiding / sprays in Multi-purpose room, Lollipop game (at entrance to garden)
- 3.15 Outdoor games in yard – boules, yard skipping, oversized games
- 2nd class playing Irish tin whistle, on stage
- Marie Thérèse Connolly, parent, singing and playing guitar
- Indian classical dance on stage
- 3.45 Children's classrooms available to visit and look at displays
- 3.40 Storytelling from around the world in the library
- 5th and 6th class school choir on stage, followed by RETNS 21st Birthday Celebration Surprise!
- 4.00 All welcome to look at recent planting in garden or to sit down with your food and drinks from around the world.

As a free event, the aim is for people to taste a variety of food and drinks around the world and learn about different cultures. There will be a charge of 25 cent, 50 cent and €1 for food. The storytelling, yard games and art and craft activities and all the stall displays are free. There is a small fee for face painting, hair braiding and tattoos.



We have children from 35 nationalities in the school and they have all played an important role this week in the preparations for Intercultural Day. The children engaged with art, languages, geography, and cultural performance, a wonderful opportunity to cover so much curricular material in a fun way. For our central display we chose the topic of fish. Fish are truly global in that they are found throughout the world, from high mountain streams to the depths of the deepest oceans. They are an important resource worldwide and they have had a role in the culture of most societies down through the ages. Fish are colourful and diverse, a lovely symbol of our Educate Together ethos. Each child in the school contributed to the multi-coloured fish display. The fish display reminds us that the natural world is free from boundaries. All the children from Junior Infants to sixth planted in the garden to celebrate the week; they planted marigolds, snapdragons, runner-beans, strawberries and lavender.

Junior Infants had lots of visits from our International parents, who taught us about their home countries. Balazs (Dorka's dad, Hungary) Milena (Neva's mum, Serbia) Josh, (Sarah's dad, America) and Angele (Oisin's mum, Holland) all gave beautiful presentations to the class. The children really enjoyed all the visits and appreciate the time and effort that went into preparing them. They also took part in an African drumming workshop. Earlier in the school year Junior Infants studied Native Americans and made a tepee from fabric and bamboo. For Winter-fest, they learned about Australia and New Zealand and I'm sure everyone remembers our unforgettable 'Hakka as Gaeilge', led by Abibat.

Senior Infants have had great fun preparing for intercultural day. We talked about all the children in our class who come from different countries. We learned how to say "Hello" and "goodbye" in lots of different languages. We also listened to some different music from different countries and we had a children's meditation. We remembered our "Haka as Gaeilge" and continued our rhythmic preparations with an African drum Workshop. We had great fun making our fish and our hand prints. We also had a visit from Leo's Mum (Margaret) with his baby sister Olivia.

In 1st Class a number of parents from different countries came to talk with the children. We had Linda (Sam's mum) from Sweden, Katell (Eliott's mum) from France, Sharon (Ciara WB's mum) from Australia and Uthman's sister Aminat to talk about Nigeria. They gave some facts and figures on their own country. They each told the children what school is like for children of their age in that country. The children learned greetings and the names of colours in the different languages. They also played a Dutch game. They are now compiling their own Little Book of Countries.

part of their stories was saying, they listened to some African stories and watched a short video on African culture, music and rhythm.

2nd class also had visitors this week. Anita (Maryam's mum) came to talk about India, Pakistan & England and how the cultures link together. The children played French boules with Niamh's mum and played a Dutch game with Sam's dad, Finn.

3rd Class have been creating a new nation, called Khent, on a deserted island. They have explored the new cultures on Khent by writing their own laws and a National Anthem. A flag was designed and new gestures were created to illustrate greetings such as hello/goodbye. The children also investigated the wildlife and natural resources of Khent. Have a look at the wonders of Khent in the display outside 3rd Classroom.

4th Class have been making beautiful Japanese fans to tie in with their novel 'Kensuke's Kingdom'. Andrea (Holly's mum) came on Monday to teach a lovely lesson about German traditions and life. On Wednesday, a fantastic workshop in Cultural Awareness was delivered by Wassa Wassa. This involved live music, video clips, discussion and drumming! 4th class along with 5th class attended a lively and engaging workshop in the Irish Aid Centre in the city on Thursday. 4th Class have also been learning about the life of Nelson Mandela over the past few weeks and have made a timeline of his life to display in our classroom.

5th Class have been very busy preparing for intercultural day with activities ranging from designing colourful artwork and displays to rehearsing for choir and attending workshops. However, the main focus has been on learning how to play a piece of Brazilian samba music. The instruments are all percussion based and include some unique to samba such as the large bass drum called a 'Surdo' and the two tone bell called the 'Agogo'. 5th Class are also incorporating some African 'djembe' drums into their performance. They hope you enjoy it!

6th Class have spent time getting ready for the choir performance on Intercultural Day. They are singing 'Mo Ghile Mear', a lovely Irish song, 'Fix You' by Cold Play and 'Something Inside So Strong', a song composed in support of human rights in Africa, during Apartheid. Both 3rd and 6th Classes enjoyed taking part in a music workshop 'Sounds Irish', provided by Walton's School of Music.



Appendix 18: Article by staff for school newsletter following event

Preparations for Intercultural Day

We have children from 35 nationalities in the school and they have all played an important role this week in the preparations for Intercultural Day. The children engaged with art, languages, geography, and cultural performance, a wonderful opportunity to cover so much curricular material in a fun way. Each child in the school contributed to the multi-coloured fish display. The fish display reminds us that the natural world is free from boundaries.

Junior Infants had lots of visits from our International parents, who taught us about their home countries. Balazs (Dorka's dad, Hungary) Milena (Neva's mum, Serbia) Josh, (Sarah's dad, America) and Angele (Oisin's mum, Holland) all gave beautiful presentations to the class. The children really enjoyed all the visits and appreciate the time and effort that went into preparing them. They also took part in an African drumming workshop.

Earlier in the school year Junior Infants studied Native Americans and made a tepee from fabric and bamboo. For Winter-fest, they learned about Australia and New Zealand and I'm sure everyone remembers our unforgettable 'Hakka as Gaeilge', led by Abibat.

In 1st Class a number of parents from different countries came to talk with the children. The parents gave some facts and figures on their own country. They each told the children what school is like for children of their age in that country. The children learned greetings and the names of colours in the different languages. They also played the Dutch game of Shuttleboard. They are now compiling their own Little Book of Countries.

1st and 2nd Class each took part in an African Stone Painting workshop. While the paint on their stones was drying, they listened to some African stories and watched a short video on African culture, music and rhythm.

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Appendix 19: Article by Co-ordinator for school newsletter following event

Full version – it was shortened subsequently to fit space available

RETNS Intercultural Day 2012

RETNS held an Intercultural Day on Sunday 27 May and I think all will agree that it was a great success. Even the sun shined for us!

The afternoon got off to a lively start with 5th class playing samba drums out in the front garden, then everyone crowded in to see what was going on in the hall. The hall was buzzing with seven stalls representing the countries of RETNS pupils. Many stall volunteers looked very exotic in traditional costume – kimono, shalwar kameez, African head-dress to name but a few. There were wonderful displays of books, photos, crafts and other items from the various regions but I think everyone would agree that it was the amazing food that people were most interested in. There was something for everyone – savoury and sweet and even drinks from around the world to taste also. The main problem was choosing which foods to try! Everyone got the opportunity to try a variety of foods, and all were delicious. It was great to see the national pride of all involved who gave us a flavour of their national cuisine and an insight into their culture on their stalls.

People kept asking me before, during and after the event how many countries were represented in the school. At the beginning nobody knew but by the day itself we had got to 35, a far greater number than we had expected. One of the interesting things that happened was that we put parents in contact with other parents from their country or region who they didn't know were in the school. Another interesting thing was just how international some of the families were – some people could have gone on a variety of stalls as they were born in one country with parents from one or two other countries and grandparents from even more countries. Some had Irish children to add to the international mix!

The countries represented in RETNS in 2012 are as follows:

- **Africa** – Algeria, Congo, Nigeria, South Africa
- **The Americas and West Indies** – Brazil, Mexico, United States of America, Trinidad
- **Asia and the Middle East** – China, India, Japan, Pakistan, Palestine, Thailand
- **Australia**
- **Ireland North and South** - Northern Ireland and Republic of Ireland
- **Central and Eastern Europe** – Albania, Austria, Czech Republic, Croatia, Hungary, Netherlands, Norway, Poland, Romania, Serbia, Ukraine,
- **Northern and Western Europe** – England, France, Germany, Isle of Man, Portugal, Scotland, Sweden

Can you match the following foods with the stalls listed above?

- Sachertorte, plum compote, burani, cheesecake, zserbo, pretzels, mince meat pastry, princess donuts, raspberry cake, cheese pastry, raspberry drink, corn bread
- Lemingtons, anzac biscuits, marmite sandwiches (Lamingtons, ANZAC biscuits, vegemite sandwiches)
- Falafel, hummus, sushi, spring rolls, kheer, lok chup, sticky rice and mango
- Fried plantain, pof pof, bean cake, efo, wateryam cake, litchi juice, dumplings, biltong, boerewors, chakalaka, chilli bites, curried pineapple, koeksusters, magwinya,
- Crepes, liquorice, meatballs, strudel, quiches, shortbread, bonnag, Eccles cakes, fudge, stroopwafels, hagelslag, kaas
- Smoked salmon on brown bread, potato farls, yellow man, farmhouse cheeses, duls
- Candy, cookies, pumpkin pie, macaroni pie, potato salad, churros, tacos

It is nine years since the first RETNS Intercultural Day – there were far less countries represented at that time. Hopefully it will not be such a long time to the next one – who knows what countries will be represented then?

The yard had international games, candy floss and crepe stalls, the famous lollipop game and tables were set up for people to eat at and enjoy the great weather. The garden was at its best as the children had done lots of planting and put signs up to say what was growing.

The multi-purpose room lived up to its name with a wide range of activities – hair braiding, mask making, face-painting, origami, henna designs and much more. The beautiful new library was on view with all the write-a-books on display and international story-telling with books from around the world.

The classrooms were open for parents to view and they looked fantastic – you had to walk under a shoal of fish floating overhead to get to the classrooms and then you could see a tepee, a mandala, photo displays, colourful artwork and so much more.

Second class entertained us with Irish tin whistle on stage during the afternoon, followed by a display of classical Indian dance and a parent sang and played guitar for us. The afternoon's entertainment ended with the school choir of 5th and 6th class singing. Then there was an amazing cake to celebrate the 21st anniversary of RETNS, with the icing showing the flags of the countries represented on the day.

The day could not have been the success it was without the effort and involvement of so many people:

- the teaching staff for working with the children throughout the year on intercultural themes, for creating the displays with the children and for coping with the unbelievably busy schedule of events in the week running up to the event with a wide variety of speakers and workshops
- the support staff for the behind the scenes work of administrative back-up and setting up the hall and equipment
- Sinéad who was fully supportive of the project and helped in every way possible
- the people behind the scenes who helped with publicity – the wonderful poster, press release, signage, a compilation CD with music from the various countries for the day, photos, DVD
- all who helped on the refreshments stall
- all who helped run activities for children
- the people who performed in the grounds and on stage
- the Parents' Association who provided back-up support and who looked for volunteers to help on the day
- the sponsors who generously provided food and supplies
- the past-pupils who came back to school to help out
- the partners and families of the volunteers who often ended up having to do more housework and childcare as their loved ones were not available
- the children of RETNS – we did it for them and they participated with great enthusiasm in the events in the school that week and on the day itself
- most of all thanks to the stall leaders and volunteers on each of the 7 regional stalls – the day would not have been possible without them. They shared their time, their cultures, their food and made us realise how much richer a place Ireland and in particular RETNS is to be able to learn together and be part of an intercultural community. They worked very hard before the event and on the day – many were nervous before the event and I think most were surprised at how fantastic the hall looked and were glad to have played a part in such a successful event.

While the aim of the day was to learn about other cultures, we also managed to raise money for the school's ethical education programme.

The Intercultural Day was an amazing team effort of children, parents, families and school staff and I think we can all pat ourselves on the back and say that it was a great day and that we have a vibrant and very intercultural school community!

Adrienne Collins

Appendix 20: Thank you emails from Intercultural Day Co-ordinator

The first was sent to stall leaders immediately after event

Well done everybody for a wonderful Intercultural Day - all the stalls looked fantastic, the food was delicious, the displays were beautiful, the people who dressed up looked wonderful, the weather was perfect and best of all, the atmosphere was so positive and friendly and everyone really enjoyed themselves and mixed well. Thank you so much for all the work you did on your stalls over the last few months and particularly in the last few days. Please pass on my thanks to all the volunteers who were involved.

I hope you all got a chance to enjoy the day and look at the displays and taste some of the food.

It was a pleasure working with you all and I am so glad everything went well.

Very best wishes

Adrienne

Soon after, the Co-ordinator invited all volunteers to a party to thank them for all the work they had done:

Dear All

You are invited to a post-Intercultural Day party at Adrienne and Andrew's house on Saturday 9 June from 8pm. Please bring something to share (drink or snacks).

Best wishes

Adrienne & Andrew

Appendix 21: Thank you email from Chairperson

This was sent to Co-ordinator and forwarded on to all volunteers

Hi Adrienne,

At the most recent meeting of the Board of Management, there was unanimous praise from those who had attended the Intercultural Day in the school on May 27th last.

The efforts of yourself and your team were remarked upon and the Board would like to extend its sincerest gratitude to you and them for the many, many hours of toil and effort put into the event. That time and effort was clearly reflected around the school on the day, inside and out.

The atmosphere around the school on the day was as good as I've experienced it in my three years at RETNS and reflected superbly on the wider school community. Several parents [and some children as well, including my own] have since remarked to me how enjoyable the whole experience was and this, again, is to you and your team's credit.

I would also like to thank you for organising the sunshine and was wondering if you could invite it back soon ?

On a personal note, I would like to add my own gratitude and best wishes.

All the best,

Colm

Colm O'Callaghan
Chairperson
Rathfarnham Educate Together National School



RETNS Intercultural Day