

# Lord Aylmer School



Dear Grade 6 Families,

As we gear up for the Grade 6 Graduation Ceremony, we are happy to invite you to join the Decorating Committee; your creative input and dedication will help make this event truly memorable for our graduating students! We are looking for volunteers to help decorate the outdoor space for the ceremony. If you have a knack for creativity your assistance would be greatly appreciated. The graduation will be held on **Wednesday June 19<sup>th</sup> at 10:00am.**

The committee members will also assist with setting up graduate chairs, arranging tables, preparing a photo booth, and cleaning up after the event. Your help with these tasks will ensure the ceremony runs smoothly from start to finish.

We would also like to have a team leader to head this committee. The team leader's role will be pivotal in ensuring the success of our decoration efforts. Responsibilities include:

- **Communication:** Facilitating effective communication among all team members to ensure everyone is informed and involved in the decision-making process.
- **Budget Management:** Ensuring that all decoration plans remain within the allocated budget to avoid overspending.
- **Inclusivity:** Ensuring that all team member's ideas are heard, valued, and respected throughout the planning and execution process.
- **Setup and Take-Down:** Coordinating the setup and take-down of decorations before and after the ceremony to ensure everything runs smoothly.

If you are interested in joining our decorating committee, **please email your child's homeroom teacher by Tuesday April 16th.** Please also mention in your email if you are interested in leading this committee.

Thank you,

Grade 6 Teaching Staff (Ms. Kearns, Ms. Jenn, Mr. MacDonald, Mme. Melanie, Ms. Cobham, Mme. Ysabelle, & Ms. Charlotte)

Samantha Halpin – Directrice/Principal ([elle/she/her](#))  
Hannah Patrick – Directrice Adjointe/ Vice Principal ([elle/she/her](#))



**Campus senior/Senior Campus**  
116 Frank Robinson Gatineau, QC J9H 4A6  
T. 819 684-6801 F. 819 684-6501  
Courriel/e-mail lordaylmersr@wqsb.qc.ca

**Campus Junior/Junior Campus**  
130 Frank Robinson Gatineau, QC J9H 4A6  
T. 819 684-4888 F. 819 684-2825  
Courriel/e-mail lordaylmerjr@wqsb.qc.ca