



**Hayeswood
First School**
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Headteacher: Mrs. P.M. Gerrett
Acting Deputy Headteacher: Mrs. J Richardson

14th November 2012

Dear Parents,

Christmas Performances

We are starting our preparations for the Christmas Performance. I am therefore writing to give you information about the collection of tickets and the actual performance dates so that all parents are clear about the systems, especially those of you who are new to the school.

The times and dates of the performances are:

Monday 17th December	1.45pm
Tuesday 18th December	1.45pm
Wednesday 19th December	6.30pm

One of my main concerns is to ensure that Health and Safety requirements are fully met. This is why we have a maximum capacity of 140 chairs in the hall and can, initially, offer only 2 tickets per family. Once these have been allocated you may be able to obtain extra tickets, on a first come first served basis, from the school office from Monday 26th November. It is unlikely that there will be any spare evening tickets.

Each year the children put a lot of time and effort into these performances. Unfortunately, we sometimes find that performances can be interrupted by pre-school children who understandably find it difficult to sit still quietly for the required length of time. We would prefer it if they did not attend but if you are unable to make alternative provision for them and you do need to bring a pre-school age child, that you come to the Monday afternoon performance. Any child aged over a year would need their own ticket.

On a similar note the evening performance is understandably the most popular one and children from Middle School will not be admitted unless they have their own ticket. They cannot be accommodated in the Computer Suite either, as our children use this area. Again this is a matter of Health and Safety.



The tickets will be issued through our 'Box Office' system as follows:

- ❖ Tickets will be issued directly to you between **3.00 – 4.00pm on Monday 19th November** in the school hall.
- ❖ Please come into the Hall via the back door – accessed through the green side gate.
- ❖ 2 tickets per family will be issued initially. **(Please note that it is VERY unlikely that any additional tickets will be available for the evening performance).**
- ❖ If you do not normally collect your child on a Monday or they have a club, please ask your child minder / carer or a friend to collect tickets for you.
- ❖ First round tickets will then be available from the school office up to and including **Friday 23rd November**.
- ❖ Once everyone has received 2 tickets any spares will then be issued as from **Monday 26th November at 8.30am** on a first come, first served basis. Please bear in mind if older siblings want to see the performance they will need their own ticket and this would have to be included in your total allocation.

If you have any questions about collecting your tickets or about siblings and need this clarifying please don't hesitate to get in touch with either me or my office staff. I look forward to seeing you all there.

Yours sincerely,

P.M.Gerrett
Headteacher