



11<sup>th</sup> December 2023  
Dear Parents and Carers,

### **ARRANGEMENTS FOR THE CHRISTMAS PERFORMANCES 2023**

To save a few minutes at the start and end of each performance, I am not going to say very much. This is my Christmas gift to you all! Instead, I've tried to include the details within this letter.

#### **Housekeeping**

The nearest toilet facility is next to the hall.

#### **Fire Safety**

We are not expecting the alarm to sound, but if it does, please follow the procedure below:

- Please wait for the hall lights to be switched on.
- Please exit via the doors at the back of the hall. Two of these will be opened for this purpose, one to the left and one to the right.
- Assemble on the astro pitch. This will be lit for the evening performances. Parents should go to the **furthest** goal post on the astro.
- Teachers will follow their usual procedures for evacuating classes. Teachers are in charge of their classes at this point and will need to register them on the astro. Parents will be told when to collect their children, once it is safe to do so.

#### **Photographs and Videos**

We do allow parents to take photos and videos during all of our productions and assemblies. We just ask that you are considerate to other people watching the show and also consider the safeguarding of all of our children.

With that in mind:

- Please keep your phone close to you and don't block anyone else's view of the show
- Please only share if you have the permission of **EVERY** child's parent in your photo or video.

Thank you very much for your co-operation in this matter.

#### **Collection arrangements**

Parents will be asked to leave via the hall **fire exit doors** onto the playground, which will be lit, and make your way to the usual collection points. The **playground gate will be opened** at the end of the show. Reception/KS1 parents who are collecting but not watching the evenings will enter via the playground gate. Please ensure that whoever is collecting your children knows where to go, and let us know who to expect. Many thanks in anticipation of your support.

#### **Thank yous**

As always, the production is a massive team effort. Every member of staff contributes, by writing the script; preparing the music; helping the children to learn lines and songs; supporting individuals who are anxious about performing; supervising the children in between scenes; preparing the programmes; setting up the hall and managing the box office. My thanks to all of the team for everything they have done in preparation for this year's production.

Enjoy the show!

Mary James, Head Teacher

*COSTUME, ARRIVAL AND COLLECTION ARRANGEMENTS*

<b>Day</b>	<b>Performance</b>	<b>Costumes</b>	<b>Drop off window (parents not watching)</b>	<b>Doors open audience</b>	<b>Show ends</b>	<b>Collection</b>
Weds 13 <sup>th</sup> Dec	Evening – 6.30p.m. start	Will be worn home after our dress rehearsal; come to the performance in costume.	5.45-6.15  Staff will be out in Hi- Vis to walk children in and try to ease traffic	6.15p.m.  Please bring your tickets.  Raffle tickets on sale for £1, please bring cash!	7.30-7.45p.m. approximately	From the usual collection points on the playground and at the front of school.
Thurs 14 <sup>th</sup> Dec	Afternoon – 2p.m. start	Bring costume in Thurs. morning to change into after lunch. Will wear costumes home at the end of performance.	N/A	1.45p.m.  Please bring your tickets.  Raffle tickets on sale for £1, please bring cash!	3.00-3.15p.m. approximately	
Thurs 14 <sup>th</sup> Dec	Evening – 6.30p.m. start	Will be worn home after our performance; come to the performance in costume.	5.45-6.15  Staff will be out in Hi- Vis to walk children in and try to ease traffic	6.15p.m.  Please bring your tickets.  Raffle tickets on sale for £1, please bring cash!	7.30-7.45p.m. approximately	