



Christmas Performance Tickets are now available!!!



Dear Parents & Friends of CHPS

As the end of term approaches, preparations for our school Christmas production are in full swing. All children will be required for each performance. The dates have gone out in the school newsletter and calendar on the school website but as a reminder they are:

Wednesday 11th December 13:30 – 14:30 – Year 1 & 2 Performance

Thursday 12th December 10:00 – 11:00 – Year 1 & 2 Performance

Tuesday 17th December 10:00 – 11:00 – Year R Nativity Performance

Wednesday 18th December 10:00 – 11:00 – Year R Nativity Performance

All children are an integral part of the performance with each child being valued. If you already know that your child will not be present for either performance, please make their class teacher aware, especially if they have a speaking part.

The number of seats in the hall is strictly limited due to Health and Safety regulations and the pressure on the children. Each family have been allocated **2 tickets** in total. In the interests of fairness, we will be closely monitoring the ticket list; any family claiming more than 2 tickets will have the additional tickets deleted. Toddlers attending the performance will need their own seat. If young children become upset during the performance, we ask that parents are considerate and leave the hall as it can distract our young actors!

Tickets will be allocated on a first come, first served basis. The tickets are free; however, any donations for the performances are always greatly appreciated. On Scopay a trip will be made available 'Rooksdown Christmas Performance Donations'. Any donations will be highly appreciated as it does cost the school year on year for performances to go ahead.

This year we are allocating tickets through Trybooking.

To book the tickets please follow the steps below:

1. Go to the school website (www.castlehillprimary.net)
2. School life tab
3. Click on Events
4. Please find the event you are looking for e.g. Year 1 & 2 or Year R Nativity
5. You will then find a link for both performances



6. Please click the link of the performance you would like book
7. If you would like tickets on different dates (e.g. one on Wednesday and one on Thursday), please select the first date you require and complete the required details. It will take you to a web page where you enter your child's name and click on the **next** button.
8. If you then require a ticket for the other date please select the 'buy more tickets' option
9. Please repeat the process for the alternative date and you will see both tickets in your shopping cart,
10. You will then receive a booking confirmation via email once the form has been completed.

The booking will go live on Friday 15th November at 4pm. Please note, if there are no tickets available on your chosen day, you can put your name on the waiting list.

If you book tickets and later find that you no longer need them, please use the return feature on the website so they can be redistributed.

In the interest of reducing our carbon footprint you will not have to print out your ticket, however please have your e-ticket available at the door for us to check. Entrance to the hall for the performance will be via the external fire door at the rear of the hall, doors will open at 15 minutes prior to the performances starting.

If you have any problems booking tickets or cannot access a computer, please come and see the office staff and they will be able to assist you with this.

We thank you in advance for your support and co-operation and we look forward to an exciting production.

Yours Sincerely,

The Castle Hill Primary School Team