

26th November 2025

Years 3 & 4 - Rooksdown
Christmas Production of Hay Presto

Dear Parents and friends of CHPS,

As you may be aware, the Year 3/4 Christmas production 'Hay Presto' is fast approaching! All the children have been working hard on rehearsing scenes and learning songs. If your child has a speaking part in the play, we would really appreciate it if you could encourage them to learn their lines as soon as possible. **Please do let us know if your child will not be available for any of the performances so we can adapt the casting accordingly.**

The dates of the performances are:

Date	Actors arrive	Choir arrive	Performance time
Monday 8 th December (dress rehearsal - no parents invited)	N.A	N.A	14:15
Monday 8 th December	17:30	17:40	18:00
Wednesday 10 th December	N.A	N.A	14:00
Wednesday 10 th December	17:30	17:40	18:00

If your child is an actor, you will have received a costume letter. The Choir (Year 3) should wear school uniform bottoms (skirt or trousers) with a Christmas or festive jumper with a Christmas accessory e.g. Christmas hat, tinsel etc.

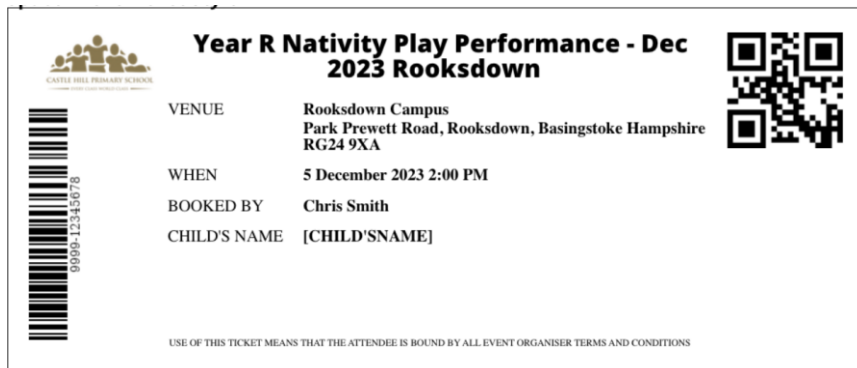
Initially, we will allow **two tickets per family** and these will be released on **Wednesday 26th November at 4pm**. Please respect this allocation so that all families have a chance to attend. If you book tickets and later find that you no longer need them, please use the return feature on the website so they can be redistributed. We will notify parents as and when spare tickets become available.

Tickets are free although we welcome donations at the performance which will go towards covering the costs of putting on the show e.g. Performance Licence, props and staging etc.

1. **To book the tickets please follow the steps below (max. 2 tickets):**
2. Go to the school website (www.castlehillprimary.net)
3. Visit the School life tab, click on Events - <https://www.castlehillprimary.net/events>
4. Find the event you are looking for e.g. Year 3 & 4 Christmas Performance
5. You will then find a link for all performances across both sites
6. Please click the link of the performance you would like book (make sure you are choosing the correct school site, you may have to scroll down to see the other site)
7. If you would like tickets at different times (e.g. one at 2:00pm & 6:00pm), please select the first time 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 (**max. 2 tickets**)
8. If you then require a ticket for the other date please select the 'buy more tickets'
9. Please repeat the process for the alternative date and you will see both tickets in your shopping cart (**max. 2 tickets**)
10. You will receive a booking confirmation email once the form has been completed.

Please note, if there are no tickets available on your chosen day, you can put your name on the waiting list.

You will be emailed a ticket that looks something like this:



In the interest of reducing our carbon footprint you don't have to print out your ticket, however, please have your **ticket available at the door for us to scan**. Tickets can be in paper form, on your phone or added to Google and Apple Wallets. Please make sure you have your tickets ready to scan for prompt entry. Unfortunately, admission without a ticket will not be possible as seats in the hall are limited in line with fire restrictions.

Toddlers are discouraged from attending, but if they do, they 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!

Entrance to the hall for the performance will be via the external hall doors and will open 10 minutes prior to the performances starting.

If you have any problems booking tickets, please come and see the office staff and they will be able to assist you with this.

Thank you in advance for your support and co-operation and we look forward to an exciting production!

Kind regards

CHPS Year 3 and 4 Team