

17<sup>th</sup> November 2022

Greenbank Years 3 & 4  
Christmas Production of Stable Boy

Dear Parents and friends of CHPS,

As you may be aware, the Year 3/4 Christmas production 'Stable Boy' 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 cast accordingly. The dates of the performances are:

<b>Date:</b>	<b>Actors arrive:</b>	<b>Choir arrive:</b>	<b>Performance time:</b>
Wednesday 7 <sup>th</sup> December	N/A	N/A	1:30pm
Wednesday 7 <sup>th</sup> December	5:15pm	5:30 pm	6:00 pm
Thursday 8 <sup>th</sup> December	5:15pm	5:30 pm	6:00 pm

If your child is an actor, you will be receiving a costume letter. Technical crew need to be dressed all in black and the Choir should wear school uniform with a Christmas accessory e.g. Christmas hat, tinsel etc.

Initially we will allow **two tickets per family** and these we will released on **Monday 21<sup>st</sup> November at 4pm**. 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.

**To book the tickets please follow the steps below:**

1. Go to the school website ([www.castlehillprimary.net](http://www.castlehillprimary.net))
2. School life tab
3. Click on Events
4. Please find the event you are looking for e.g. Year 3 & 4 Christmas Performance
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 at different times (e.g. one at 1:30pm & 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
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.

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 side doors of the hall, doors will open at 10 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!

Kind regards

Year 3 and 4 Teams