



# Chapelford Village Primary School

## Ticket Policy

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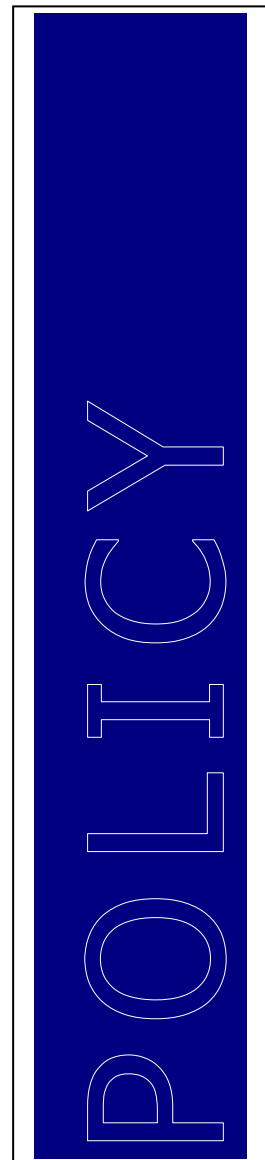
*Learn*  
*Achieve*  
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### DOCUMENT STATUS

| Version | Date        | Action   |
|---------|-------------|--|
| 1       | Autumn 2011 | New Document adopted by Full Governing Body            |
| 2       | Autumn 2014 | Updated and Adopted by Full Governing Body<br>Reviewed |
| 3       | Autumn 2016 | Updated and Adopted by Full Governing Body<br>Reviewed |
| 3       | Spring 2020 | Reviewed Policy  |





## TICKET POLICY

This Policy has been produced following consultation with parental groups and staff to ensure consistent allocation of tickets to every child for performances at school. Through this we have ensured Fire Risk requirements are followed and maintained. Our aim is to ensure equality for every child in school regardless of personal circumstance. It is our belief that the child's parents and/or legal guardians should decide on their ticket allocation as the school can not get involved in personal family circumstances or arrangements.

The school will endeavour to ensure consistent allocation of tickets to every child for performances at school via the following:

1. The school will never issue more than four tickets to a child.
2. In the case where the school is putting on more than one performance, each child will still be allocated four tickets in total, but parents can select a preference for their dates on their slips, however no more than two tickets will be allocated for each performance.
3. Tickets will be allocated on a first come, first served basis and numbered accordingly in the school office.
4. Tickets will be provided by the school office directly to the child via the class teacher prior to the performance. (All tickets will be named and numbered per child on allocation for Safety reasons.)
5. The school will endeavour to meet parent's needs whenever possible, but once a production has reached its limit, an alternative date will be offered as per the preference.
6. Tickets will not be issued to parents at the school office; tickets will be issued as per point 4.
7. Spare tickets will not be reallocated.
8. Tickets will not be exchanged once allocated.
9. Tickets will not be issued before or after the dates and times indicated on the letter.
10. For evening performances only - tickets are allocated to persons over the age of 11 (secondary age children) to ensure working parents receive priority. A child over the age of 11 will count as one place out of the ticket allocation.
11. In the event of afternoon performances, the event is open to all children and adults of any age with a ticket, however if a baby or toddler sits on your knee, they will not need a ticket. The headteacher will request parental support at these performances in the event of your child becoming unsettled and disruptive to avoid distraction to the performers.
12. For safety reasons the school reserves the right to refuse entry to persons without a ticket.